

**MALAYSIAN SUSTAINABLE PALM OIL  
MSPO OPMC Public Summary Report**

- Initial Assessment**
- Annual Surveillance Assessment (1\_1)**
- Recertification Assessment (Choose an item.)**
- Extension of Scope**

<b>SIME DARBY PLANTATION BERHAD</b>
Client Company (HQ) Address: Level 11, Main Block, Plantation Tower No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia
Certification Unit: Strategic Operating Unit (SOU 11) Kerdau Palm Oil Mill & Plantations: Kerdau Estate, Chenor Estate, Mentakab Estate and Sg Mai Estate
Date of Final Report: 10/10/2023

**Report prepared by:**  
**Mohamed Hidhir Bin Zainal Abidin** (Lead Auditor)

**Report Number: 3717763**

**Assessment Conducted by:**  
BSI Services Malaysia Sdn Bhd,  
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## Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
<b>Company Name</b>	Sime Darby Plantation Berhad		
<b>Mill/Estate</b>	<b>Certification Unit</b>	<b>MPOB License No.</b>	<b>Expiry Date</b>
	Kerdau POM	540761004000	30/06/2023
	Chenor Estate	524796002000	30/11/2023
	Mentakab Estate	522397002000	31/07/2023
	Sg Mai Estate	524697002000	31/10/2023
	Kerdau Estate	524696002000	31/10/2023
<b>Address</b>	Level 11, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, 47301 Ara Damansara, Selangor, Malaysia		
<b>Management Representative</b>	Mdm. Shylaja Devi Vasudevan Nair (Head Sustainability Compliance Unit, Group Sustainability Department (GSD)) Zuhair Bin Zubir (Senior Manager, Kerdau Estate (SOU11 Chairman))		
<b>Website</b>	www.simedarbyplantation.com	<b>E-mail</b>	shylaja.vasudevan@simedarbyplantation.com kks.kerdau@simedarbyplantation.com
<b>Telephone</b>	03-7848 4000 (Head Office)	<b>Facsimile</b>	03-7848 4356 (Head Office)

1.2 Certification Information			
<b>Certificate Number</b>	Mill: MSPO 745400 Estate: MSPO 745401	<b>Certificate Start Date</b>	21/12/2022
<b>Date of First Certification</b>	21/12/2017	<b>Certificate Expiry Date</b>	20/12/2027
<b>Scope of Certification</b>	<input checked="" type="checkbox"/> Mill: Production of Sustainable Palm Oil and Palm Oil Products <input checked="" type="checkbox"/> Estate: Production of Sustainable Oil Palm Fruits		
<b>Visit Objectives</b>	The objective of the assessment was to conduct an annual surveillance assessment 1_1 of the existing certification to ensure the elements of the proposed scope of registration and the requirements of the management standard are effectively addressed by the organisation's management system.		
<b>Standard</b>	<input type="checkbox"/> MSPO MS 2530-2:2013 – General Principles for Independent Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills		
<b>Recertification audit 1 (RAV)</b>	11-15/04/2022		
<b>Continuous Assessment Visit Date (CAV) 1_1</b>	10-14/04/2023		

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<b>Continuous Assessment Visit Date (CAV) 1_2</b>	-
<b>Continuous Assessment Visit Date (CAV) 1_3</b>	-
<b>Continuous Assessment Visit Date (CAV) 1_4</b>	-

### 1.3 Other Certifications

Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
RSPO 745399	RSPO Principles & Criteria of Sustainable Palm Oil Production: 2018; Malaysian National Interpretation: 2019	BSI Services Malaysia Sdn Bhd	06/07/2026
MSPO 745402	MSPO Supply Chain Certification Standard (MSPO SCCS) 1 October 2018	BSI Services Malaysia Sdn Bhd	24/10/2024

### 1.4 Location of Certification Unit

Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Latitude	Longitude
Kerdau POM	Lot 575 HS(D) 5401, Ladang Kerdau, 28010 Temerloh, Pahang, Malaysia	3° 34' 11.36" N	102° 16' 49.68" E
Kerdau Estate	Ladang Kerdau, PT 575, Mukim Kerdau, 28010 Temerloh, Pahang, Malaysia	3° 34' 12.60" N	102° 18' 36.00" E
Mentakab Estate	Ladang Mentakab, C/O Lanchang Division, 28500 Lanchang, Pahang, Malaysia	3° 28' 39.50" N	102° 10' 56.70" E
Sungai Mai Estate	Ladang Sungai Mai, 27000 Jerantut, Pahang, Malaysia	3° 48' 30.55" N	102° 21' 24.09" E
Chenor Estate	Ladang Chenor, 26400 Bandar Pusat Jengka, Pahang, Malaysia	3° 47' 14.977" N	102° 38' 27.68" E

### 1.5 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Kerdau Estate	5,123.78	67.42	491.84	5,683.04	90.16
Mentakab Estate	2,916.05	31.70	306.07	3,253.82	90.00
Sungai Mai Estate	2,596.90	50.70	187.38	2,834.98	91.60
Chenor Estate	1,862.69	7.82	126.48	1,996.99	92.98

<b>Total (ha)</b>	<b>12,499.42</b>	<b>157.64</b>	<b>1,111.77</b>	<b>13,768.83</b>	
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Notes: Mentakab Estate: Changes of planted area due to resurvey for replanting.

### 1.6 Plantings & Cycle

Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Kerdau Estate	125.88	2915.71	1437.20	644.99	0	4997.90	125.88
Mentakab	569.44	1051.56	343.22	924.13	27.70	2346.61	569.44
Sg Mai Estate	641.59	570.88	65.32	916.17	402.94	1,955.31	641.59
Chenor Estate	359.63	975.72	104.42	422.92	0	1503.06	359.63
<b>Total (ha)</b>	<b>1,696.54</b>	<b>5,513.87</b>	<b>1,950.16</b>	<b>2,908.21</b>	<b>430.64</b>	<b>10,802.88</b>	<b>1,696.54</b>

### 1.7 Certified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Dec 22 - Nov 23)	Actual (Apr 22 - Mar 23)	Forecast (Dec 23 - Nov 24)
Kerdau Estate	39,344.59	52,159.51	83,268.28
Chenor Estate	37,883.35	11,122.19	23,247.42
Mentakab Estate	63,521.93	30,463.60	38,600.68
Sg Mai Estate	41,737.64	30,851.30	38,261.00
BK Puteri	-	442.82	-
Amxxxx Hijxxx	-	3,139.33	-
Dxxx Rimxxxxx	-	117.45	-
Kxx Serxxxxxx	-	491.81	-
Moxx Noxx Axxxx	-	1,484.60	-
<b>Total</b>	<b>182,487.51</b>	<b>130,272.61</b>	<b>183,377.38</b>

### 1.8 Uncertified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Dec 22 - Nov 23)	Actual (Apr 22 - Mar 23)	Forecast (Dec 23 - Nov 24)
Hxx Sxxx Lxxx	-	240.22	-
Lxxx Hxx Kxxxx Enterprise	-	6,550.79	-
MXXX S Lxxx	-	75.29	-
SXX Comxxxxxxx	-	1,480.99	-

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Sxx Kerxxx	-	13,737.40	-
Dxxx Rimxxxxx	-	104.83	-
<b>Total</b>	-	<b>22,189.52</b>	-

<b>1.9 Certified Tonnage</b>			
<b>Mill Capacity: 60 MT/hr</b>  <b>SCC Model: MB</b>	<b>Estimated (Dec 22 - Nov 23)</b>	<b>Actual (Apr 22 - Mar 23)</b>	<b>Forecast (Dec 23 - Nov 24)</b>
	<b>FFB</b>	<b>FFB</b>	<b>FFB</b>
	182,487.51	130,272.61	183,377.38
	<b>CPO (OER: 20.50%)</b>	<b>CPO (OER: 19.06%)</b>	<b>CPO (OER: 20.5%)</b>
	37,409.94	24,830.49	37,592.36
	<b>PK (KER: 4.5%)</b>	<b>PK (KER: 4.48%)</b>	<b>PK (KER: 4.5%)</b>
	8,211.94	5,839.32	8,251.98

<b>1.10 Actual Sold Volume (CPO)</b>					
CPO (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
24,830.49	0	0	3,009.03	21,710.10	<b>24,719.13</b>

<b>1.11 Actual Sold Volume (PK)</b>					
PK (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
5,839.42	0	0	4,235.61	1,503.81	<b>5,739.42</b>

## Section 2: Assessment Process

BSI is a leading global provider of management systems assessment and certification, with more than 92,000 certified locations and clients in over 193 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems.

### Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from 10-14/04/2023. The audit programme is included as Section 2.4. The approach to the audit was to treat as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. MS 2530-3:2013 and MS 2530-4:2013 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The Certification Unit not using MSPO certification marks for any type of on- and off-product communication. The Certification Unit are compliance with the use of the MSPO Logo and related claims.

The estates or smallholders sample were determined based on formula  $S = r\sqrt{n}$  where  $n$  is the number of estates while when applicable, the smallholders sample were determined following the MSPO Certification Requirement. The sampling of smallholders was based on the formula  $(r\sqrt{n})$ ; where  $r$  is the risk factor (may defers 1, 1.5 and 2 depending on risk), where  $n$  is total number of group members (include calculation of sampling taken). The sampled smallholder listed in Appendix B.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the MSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.6.

This report is structured to provide a summary of assessment finding as attached in the Section 3. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

All the previous nonconformities are remains closed. The assessment findings from the reassessment are detailed in Section 4.2.

This report was externally reviewed by MSPO approved Peer Reviewer prior to certification and recertification decision by BSI. For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

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The following table would be used to identify the locations to be audited each year in the 5-year cycle.

Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Re-Certification)	Year 2 (ASA 1_1)	Year 3 (ASA 1_2)	Year 4 (ASA 1_3)	Year 5 (ASA 1_4)
Kerdau POM	√	√	√	√	√
Kerdau Estate	√	-	√	√	√
Chenor Estate	√	√	-	√	√
Mentakab Estate	-	√	√	√	-
Sg Mai Estate	√	√	√	-	√

**Tentative Date of Next Visit: April 8, 2024 - April 12, 2024**

**Total No. of Mandays: 15-man days**

**2.1 BSI Assessment Team**

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Mohamed Hidhir Zainal Abidin (MHZ)	Team Leader	<p><b>Education:</b> Bachelor’s Degree in Chemical Engineering, National University of Malaysia.</p> <p><b>Work Experience:</b></p> <ol style="list-style-type: none"> <li>7 years working experience in palm oil industry specifically on palm oil milling for 5 years</li> <li>Auditor for several standards including ISO 9001, ISO 14001, OHSAS 18001, MSPO and RSPO since 2012.</li> </ol> <p><b>Training attended:</b></p> <ol style="list-style-type: none"> <li>ISO 9001 Lead Auditor Course</li> <li>ISO 14001 Lead Auditor Course</li> <li>OHSAS 18001 Lead Auditor Course in 2012</li> <li>Endorsed RSPO P&amp;C Lead Auditor Course in 2013</li> <li>MSPO Awareness Training in 2014</li> <li>Endorsed RSPO SCCS Lead Auditor Course</li> <li>SMETA Auditor training</li> </ol> <p><b>Aspect covered in this audit:</b> Legal requirements, mill and estate best practice, management processes, traceability, Economic management plan, natural and biodiversity conservation, Waste management, Environment responsibility, training, environment impact assessment and HCV.</p>



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		<p><b>Language proficiency:</b>          Fluent in both verbal/ written Bahasa Malaysia and English Language.</p>
Nor Halis Abu Zar (NHA)	Team Member	<p><b>Education:</b>          He holds Bachelor of Science, Plantation Technology and Management, graduated from Universiti Teknologi Mara.</p> <p><b>Work Experience:</b>          He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day-to-day plantation operations. In his career at Kulim Plantation, He had accumulated more than 6 years of sustainability implementation experience including workers’ welfare, workers’ occupational, health &amp; safety, environment conservation and protection at buffer areas and continuous improvement management plans.</p> <p><b>Training attended:</b>          He is a qualified Lead Auditor for MS 2530:2013 and has accumulated more than 300 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia. He has completed ISO IMS 9001, 14001 Lead Auditor Course in January 2019, MSPO 2530:2013 Lead Auditor Course in February 2019 and endorsed RSPO Lead Auditor Course in October 2020.</p> <p><b>Aspect covered in this audit:</b>          Estate and mill best practice, waste management, occupational safety and health.</p> <p><b>Language proficiency:</b>          Fluent in both verbal/ written Bahasa Malaysia and English Language.</p>
Ahmad Rofi Abu Talib Khan (ARA)	Team Member	<p><b>Education:</b>          Bachelor Degree In Mechanical Engineering, Universiti Teknologi MARA Shah Alam, graduated in 2015.</p> <p><b>Work Experience:</b>          He started his career as Assistant Mill Manager, managing the day-to-day mill operations. In his five years’ experience, he has experience handling the certification of ISO 9001, OHSAS 18001, ISO 14001 as well as Malaysia Sustainable Palm Oil (MSPO). He is a qualified Lead Auditor for MS 2530:2013 and has accumulated more than 300 audit days throughout his current career as the auditor for multiple disciplines covering all over Malaysia.</p> <p><b>Training attended:</b>          He has completed CQI-IRCA approved ISO 9001, ISO 14001 and ISO 45001 Lead Auditor Course, MSPO 2530:2013 Lead Auditor Course, Endorsed RSPO Lead Auditor and RSPO SCC Auditor course.</p> <p><b>Language proficiency:</b>          Fluent in both verbal/written Bahasa Malaysia and English.</p> <p><b>Aspect covered in this audit:</b>          Occupation Health Safety requirement, HIRARC, Environment responsibility, training, environment impact assessment and management plan.</p>

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		<b>Language proficiency:</b> Fluent in both verbal/ written Bahasa Malaysia and English Language.
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**2.2 Impartiality and conflict of interest**

During this assessment there was no circumstances or pressure that had influenced the independence or confidentiality of the assessment team.

**2.3 Accompanying Persons (Not applicable)**

No.	Name	Role
	N/A	

**2.4 Assessment Plan**

The assessment plan was sent to the client prior to the assessment (attached assessment plan).

Date	Time	Subjects	MHZ	ARA	NHA
Sunday 9/04/2023	PM	Audit team travel to Temerloh. Check in at Merrinton Hotel, Temerloh.	√	√	√
Monday 10/04/2023  <b>Kerdau POM</b>	0730	Travel to <b>Kerdau POM</b>	√	√	√
	0830 - 0930	Opening Meeting: <ul style="list-style-type: none"> <li>Opening Presentation by Audit team leader.</li> <li>Confirmation of assessment scope and finalize Audit plan</li> </ul>			
	0930 - 1300	Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc.			
	1000 - 1230	Meeting with stakeholders (Government, village rep, smallholders, workers representative, contractor etc.)	-	√	-
	1300 - 1400	Lunch break	√	√	√

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	1400 - 1630	<b>Kerdau POM</b> Continue with document review (MSPO part 4), P1: Management commitment and responsibility, P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition. P5: Environment, natural resources, biodiversity and ecosystem services P4: Social responsibility, health safety and employment condition, P6: Best practices	√	√	√
	1630 - 1700	Interim Closing Briefing	√	√	√
Tuesday 11/04/2023	0730	Travel to <b>Chenor Estate</b>	√	√	√
<b>Chenor Estate</b>	0830 - 1300	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.			
	1000 - 1230	Meeting with stakeholders (Government, village rep, smallholders, workers representative, contractor etc.)	-	√	-
	1300 - 1400	Lunch break	√	√	√
	1400 - 1630	Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices, P7: Development of New Planting (if any)	√	√	√
	1630 - 1700	Interim Closing Briefing	√	√	√
Wednesday 12/04/2023	0730	Travel to Chenor Estate	-	√	-
<b>Chenor Estate</b>	0830 - 1000	Continue with unfinished elements from day 2			
	1000 - 1230	Meeting with stakeholders (Government, village rep, smallholders, workers representative, contractor etc.)	-	√	-
	1230 - 1330	Lunch break	-	√	-
	1330 - 1630	Continue with pre-lunch activity	-	√	-

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Date	Time	Subjects	MHZ	ARA	NHA
	1630 - 1700	Interim Closing Briefing	-	√	-
Wednesday 12/04/2023	0730	Travel to Sg Mai Estate	√	-	√
<b>Sg Mai Estate</b>	0830 - 1300	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.			
	1000 - 1230	Meeting with stakeholders (Government, village rep, smallholders, workers representative, contractor etc.)	√	-	√
	1300 - 1400	Lunch break	√	-	√
	1400 - 1630	Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices, P7: Development of New Planting (if any).	√	-	√
	1630 - 1700	Interim Closing Briefing	√	-	√
Thursday 13/04/2023	0730	Travel to Sg Mai Estate	√	√	-
<b>Sg Mai Estate</b>	0830 - 1230	Continue with unfinished elements from day 3			
	1000 - 1230	Meeting with stakeholders (Government, village rep, smallholders, workers representative, contractor etc.)	-	√	-
	1230 - 1330	Lunch break	√	√	-
	1330 - 1630	Continue with pre-lunch activity	√	√	-
	1630 - 1700	Interim Closing Briefing	√	√	-
Thursday 13/04/2023	0730	Travel to <b>Kerdau Estate</b>	-	-	√
<b>Kerdau Estate</b>	0830 - 1300	Field visit, boundary inspection, field operations, staff & workers interview, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, worker			

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		housing, clinic, etc.			
	1300 - 1400	Lunch break	-	-	√
	1400 - 1630	Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P6: Best practices, P7: Development of New Planting (if any).	-	-	√
	1630 - 1700	Interim Closing Briefing	-	-	√
Friday 14/04/2023	0730	Travel to <b>Kerdau Estate</b>	√	√	√
<b>Kerdau Estate</b>	0830 - 1300	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.			
	1300 - 1400	Lunch break	√	√	√
	1400 - 1530	Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices, P7: Development of New Planting (if any).	√	√	√
	1530 - 1630	Audit team discussion	√	√	√
	1630	Closing meeting. Conclusion and recommendation.	√	√	√
Saturday 15/4/2023	AM	Audit team travel back to KL	√	√	√

### Section 3: Assessment Findings

#### 3.1 Details of audit results

This assessment has been assessed using the following MSPO normative requirements. The assessment details are provided in Appendix A.

- MSPO MS 2530-2:2013 – General Principles for Independent Smallholders
- MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders
- MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills

#### 3.2 Details of Nonconformities and Opportunity for improvement

The nonconformity is listed below. The findings summary of the assessment by criteria are listed in Appendix A.

During the assessment there were Two (2) Major & Zero (0) Minor nonconformities and Zero (0) OFI raised. The SOU 11 Kerduu Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the Corrective Actions for the Major Non-conformity(ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-Conformity Report			
<b>NCR Ref #:</b>	2333471-202304-M1	<b>Issue Date:</b>	14/04/2023
<b>Due Date:</b>	13/07/2023	<b>Date of Closure:</b>	13/07/2023
<b>Area/Process:</b>	Kerduu & Chenor Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3 4.4.4.2 (d)(e) Major
<b>Requirements:</b>	d) The occupational safety and health plan shall cover the following: The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).  e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.		
<b>Statement of Nonconformity:</b>	PPE worn by workers for manuring application (NKC) was incomplete and handling of chemicals was not effectively demonstrated.		
<b>Objective Evidence:</b>	1. During site visit at manuring area, Kerduu Estate, it was observed 3 manurers were wearing surgical mask instead of N95 mask, and not wearing safety goggles while conduct the manuring application (NKC).		

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	<p>2. During site inspection at manuring area, Chenor estate, it was observed 2 manurer was not wearing safety googles while conduct the manuring application (NKC).</p> <p>Interview conducted, all required PPE has been given by the management. However, the implementation was not in line with CHRA recommendation Section PPE, Manuring Operator (Kieserite, ERP, Fertibor and NKC) required Reusable Nitrile Glove, Safety glasses with side shield, safety shoes/ covered shoes, PVC apron and Disposable N95 mask. Refer SOP: Penabur baja dated 01/11/2021 Version 1, "Pemakaian Safety Glasses adalah berdasarkan keperluan CHRA Mengikuti Jenis Aplikasi Baja".</p> <p>3. During site visit at Kerdau Estate workshop area, it was found chemical petrol was stored in the drinking bottle. It was not in line with Sime Darby Plantation Berhad "Botol Minuman Tidak Boleh" Digunakan Untuk Menyimpan Bahan Kimia" -Sime Darby Plantation Berhad Commitment. Refer CHRA Recommendation on Occupational safety and Health (Use and Standard of Exposure of Chemicals Hazardous To Health) Regulation 2000 Section Regulation 21: Relabeling (1) "When chemical hazardous to health is transferred to another container, other than that which is originally supplied, and the contents of the container are not used within a normal work shift, the employer shall ensure that the container is relabeled".</p> <p>This nonconformity was escalated to Major NC due ineffective of implementation of corrective action previous Minor NC.</p>
<p>Corrections:</p>	<p><u>Kerdau Estate</u></p> <ol style="list-style-type: none"> <li>1. Estate Management immediately did spot check and replaced all surgical masks with N95 masks, and ensure all involved workers to wear safety googles provided removed drinking bottle filled with chemical petrol and replaced with proper storage.</li> <li>2. Estate Management conducted refresher to workers on correct PPE usage and chemical handling as per recommendation by CHRA. The training focused on:             <ol style="list-style-type: none"> <li>a. Safety PPE during work at Estate Muster Ground.</li> <li>b. Workshop SOPs.</li> <li>c. Awareness of the standard operation procedure in handling chemical.</li> </ol> </li> <li>3. Estate Management displayed notice/poster of "Botol Minuman Tidak boleh Digunakan Untuk Menyimpan Bahan Kimia" at workshop and muster ground.</li> </ol> <p><u>Chenor Estate</u></p> <ol style="list-style-type: none"> <li>1. Estate Management performed refresher briefing to dedicated group for each operation in order to ensure all workers adhere to follow standard operation procedure on PPE usage.</li> <li>2. Estate Management included PPE usage monitoring to the current morning muster checklist</li> </ol>
<p><b>Root cause analysis:</b></p>	<p><u>Kerdau Estate</u></p> <p>Ineffective monitoring on the implementation of risk control and assessment on health &amp; chemical health risk assessment</p> <p><u>Chenor Estate</u></p>

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	Lapses of monitoring and checking by mandore and supervisor at site during operation work. The monitoring was done on a daily basis during morning muster (visual monitoring). No specific checklist is available to monitor compliance.
<b>Corrective Actions:</b>	<p><u>Kerdau Estate</u></p> <p>To utilize dynamic risk assessment tool i.e. e-sime+, a mechanism implemented to give opportunity to all level of employees to perform on-site intervention for any unsafe act or unsafe condition, which includes the use of PPE. The management team will respond to report lodged in e-sime+ portal, which is monitored by regional office and head office.</p> <p><u>Chenor Estate</u></p> <ol style="list-style-type: none"> <li>1. Continuous monitoring and checking to all workers during morning muster using checklist with PPE usage included.</li> <li>2. To utilize dynamic risk assessment tool i.e. e-sime+, a mechanism implemented to give opportunity to all level of employees to perform on-site intervention for any unsafe act or unsafe condition, which includes the use of PPE. The management team will respond to report lodged in e-sime+ portal, which is monitored by regional office and head office.</li> <li>3. To continue refresher training on manuring operation management (especially on PPE usage) on a quarterly basis which is included in Estate Training Plan.</li> </ol>
<b>Assessment Conclusion:</b>	<p>Major NC close out verification:</p> <ol style="list-style-type: none"> <li>1. Implementation of e-sime+ can be seen via summary of e-sime+ tracking log by each reporting date. Summary of tracking log for April – June 2023 was verified for both Chenor and Kerdau Estate. Any OSH non-compliance (unsafe act/dangerous occurrence/incidents) reported under e-sime+.</li> <li>2. Monitoring and checking for PPE compliance was done on daily basis during muster ground. Checklist @ toolbox attendance list complete with PPE matrix need to be completely checked prior to work. Records for July 2023 toolbox attendance list was verified.</li> <li>3. Continuous refresher training carried out by respective OU and included in the estate training plan. Latest training dated 3/7/2023 was carried for the group of (harvester/manurer/sprayer).</li> </ol> <p>The major NC was effectively closed on 13/07/23 with sufficient evidence of implementation. Continuous implementation will be further verified in the next assessment.</p>

<b>Non-Conformity Report</b>			
<b>NCR Ref #:</b>	2333471-202304-M2	<b>Issue Date:</b>	14/04/2023
<b>Due Date:</b>	13/07/2023	<b>Date of Closure:</b>	13/07/2023
<b>Area/Process:</b>	Kerdau Estates	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3 4.6.1.1 Major
<b>Requirements:</b>	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.		
<b>Statement of Nonconformity:</b>	The Standard Operating Procedure is not effectively implemented.		



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<p><b>Objective Evidence:</b></p>	<p>During the site visit at Kerbau Estate housing complex, it was found that workers are repairing the motorcycle at the house 4A-2004. Sighted that spot of oil spreading on the floor. Further interview with the worker found that the used lubricating oil from the repair of the motorcycle is disposed through the domestic waste.</p> <p>This is against the requirement in the Workers Minimum Standards of Housing And Social Amenities Guidelines (Ref: SD/SDP/PSQM(ESH)/204-OD6, Eff Date: 06/02/2015) clause 5.3 The housing amenities shall comply with the current legal and other applicable requirements, regulations, code of practise, standards and guidelines in the countries we operate. As well as Waste Management Procedure for Upstream Malaysia (Ref: SD/SDP/GSD/HSE/0522/01, Eff Date: May 2022) Clause 4.2 OU to ensure strictly avoid waste listed in list 2 (SW305) item disposed in land fill and must be disposed according to EQA 1974 (Schedule Waste) Regulation 2005, including the amendment 2007 and Schedule Waste (Hazardous Waste) Management Procedure.</p>
<p><b>Corrections:</b></p>	<ol style="list-style-type: none"> <li>1. Estate did a spot check to the housing complex to ensure workers adhere to the requirements stated in both Guidelines. The worker found to perform motorcycle repairing work was instructed to halt the activity and send the motorcycle to a proper workshop as well as cleaning the spill and disposed as scheduled waste (through Estate SW disposal process)</li> <li>2. Estate Management conducted briefing in the morning muster and social dialogue on dos and don'ts on the workers minimum standard of housing and social amenities guidelines.</li> <li>3. Estate Management conducted training on standard operation procedure and regulations of Schedule Waste Management Procedure.  This training focused on: <ul style="list-style-type: none"> <li>• Refresher on worker understanding of workers minimum standard of housing and social amenities guidelines.</li> <li>• Refresher training on standard operation procedure and regulations of Schedule Waste Management Procedure.</li> </ul> </li> </ol>
<p><b>Root cause analysis:</b></p>	<p>Ineffective training and implementation of workers minimum standards procedure of housing and social amenities guidelines due to:</p> <ol style="list-style-type: none"> <li>1. Unsuitable approach by Estate Management to educate workers and no training material used to brief workers on this matter. Previously, only verbal briefing or reminder were given.</li> <li>2. No dedicated area allocated for workers to repair their motorcycles thus ensuring the SW are disposed in an appropriate manner.</li> </ol>
<p><b>Corrective Actions:</b></p>	<ol style="list-style-type: none"> <li>1. Posters are displayed at the housing complex to ensure all workers are aware on the requirements expectation (no motorcycle repairing at housing area and SW management).</li> <li>2. Estate Management to allocate dedicated area for motorcycle services at workshop's compound and ensure the lubricant oil after service is dispose through proper Schedule Waste Management Procedure and Regulations. This matter will be communicated to workers during morning muster and social dialogue platform.</li> </ol>
<p><b>Assessment Conclusion:</b></p>	<p>Major NC close out verification:</p>

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	<p>1. Refresher training on the SOP and Regulations of Schedule Waste Management Procedure for workers during morning muster on 19/06/2023. Related information to socialize the area for motorcycle service at workshop was briefed to all workers during that session.</p> <p>2. Dedicated area for motorcycle service allocated at estate’s workshop. All waste generated for that service activity is disposed through proper Schedule Waste Management Procedure and Regulations.</p> <p>The major NC was effectively closed on 13/07/23 with sufficient evidence of implementation. Continuous implementation will be further verified in the next assessment.</p>
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<b>Opportunity For Improvement</b>			
<b>Ref:</b>	Nil	<b>Clause:</b>	MSPO Part __:
<b>Area/Process:</b>			
<b>Objective Evidence:</b>			

<b>Noteworthy Positive Comments</b>	
1	Good cooperation given by the management and GSD team.
2	No negative comments raised by stakeholders during consultation session.
3	Good estate and mill management practices demonstrated during audit.

**3.3 Status of Nonconformities Previously Identified and OFI**

<b>Non-Conformity Report</b>			
<b>NCR Ref #:</b>	2189891-202204-M1	<b>Issue Date:</b>	15/04/2022
<b>Due Date:</b>	14/07/2022	<b>Date of Closure:</b>	10/07/2022
<b>Area/Process:</b>	Kerdau Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.6.4.4 Major
<b>Requirements:</b>	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted.		
<b>Statement of Nonconformity:</b>	Monitoring of the control points applicable to the task performed by contractor was not effectively implemented.		
<b>Objective Evidence:</b>	<p>Based on the workers list for harvesting contractor at Kerdau Estate (EXXX Bin LuXXX), there are new workers hired by the contractor due to resignation of existing workers (e.g. March 2022). Estate management only noticed the changes of workers after the contractor submitted the workers documentation such as pay slips, employment contract and etc.</p> <ol style="list-style-type: none"> <li>There was no record of briefing and training to the new contractor workers before started their works.</li> <li>There was no evidence that the contractor has seek any approval from the estate management on the changes of workers.</li> </ol>		

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	<p>3. Daily compliance monitoring by the estate management was not effectively implemented.</p> <p>Thus, Contractor and Vendor Management Procedure dated 17/11/2021 and Permit for Workers Under Contractor (EMS/P05/A/1, Rev1 dated 01/10/2021) was not effectively implemented.</p>
<p><b>Corrections:</b></p>	<p><u>Kerdau Estate</u></p> <ol style="list-style-type: none"> <li>1. Estate to conduct proper training on correct PPE usage as per recommendation by CHRA especially for workers. (Evidence refer to Appendix 6).</li> <li>2. Estate has replaced cotton glove to reusable nitrile glove for the fertilizer applicator/ workers.</li> </ol> <p><u>Sg Mai Estate</u></p> <ol style="list-style-type: none"> <li>1. Installed new flashback arrestors at both cylinder, Oxy Cylinder and Acetylene Cylinder immediately on 15/04/2022.</li> <li>2. Refresher training have been carried out to the workshop personnel on 18/04/2022.</li> </ol> <p>This training focusing on:</p> <ul style="list-style-type: none"> <li>• Refresher on safety PPE during work at Estate Workshop.</li> <li>• Refresher on Workshop SOPs.</li> <li>• Recheck all equipment at workshop area such as Oxy Cylinder, Oxy Cylinder, Working Bench and others to ensure all equipment are safe and ready to be used.</li> </ul> <ol style="list-style-type: none"> <li>3. Issue reminder letter to the foreman if this issue repeated.</li> </ol>
<p><b>Root cause analysis:</b></p>	<p>Ineffective monitoring on the implementation of risk control and assessment on health &amp; safety training not being conducted to evaluate training effectiveness</p>
<p><b>Corrective Actions:</b></p>	<p><u>Kerdau Estate</u></p> <p>Monitoring on PPE training effectiveness during workplace inspection and site observation by the estate management.</p> <p><u>Sg Mai Estate</u></p> <ol style="list-style-type: none"> <li>1. To carried out site visit regularly to the workshop to ensure workshop at good condition and safe to be used.</li> <li>2. Carried out random interviewed to workshop personnel regarding SOPs at workshop and focusing on safety.</li> </ol>
<p><b>Assessment Conclusion:</b></p>	<p>Major NC Close out:</p> <ol style="list-style-type: none"> <li>1. Induction training for new contractors' workers has been conducted as per photo evidence</li> <li>2. Warning letter has been issued to the respective worker dated 20/04/2022</li> <li>3. Daily monitoring and checking to all contractors' workers have been recorded in the checkroll book as per month of April 2022.</li> </ol> <p>The evidence submitted has been verified and Major NC was effectively closed on 14/07/2022.</p>
<p><b>Verification Statement:</b></p>	<p>The implemented corrections and corrective actions justify the closure of the nonconformance. These measures include conducting induction training for new contract workers, reminding the contractor to obtain approval for worker changes, implementing daily monitoring and checking of contract workers, and conducting</p>

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	monthly due diligence on legal requirements. These actions address the root causes, promote compliance, and mitigate risks. The estate's commitment to proactive worker management, compliance, and risk mitigation justifies the closure of the nonconformance. No recurrence of issues found thus the previous major NC is remain closed.
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Non-Conformity Report			
<b>NCR Ref #:</b>	2189891-202204-N1	<b>Issue Date:</b>	15/04/2022
<b>Due Date:</b>	14/04/2023	<b>Date of Closure:</b>	Upgraded to Major NC
<b>Area/Process:</b>	Kerdau Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.4.4.2 Major
<b>Requirements:</b>	The occupational safety and health plan shall cover the following: The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).		
<b>Statement of Nonconformity:</b>	The risk control at the place of work to cover all potentially hazardous operations and the use of appropriate PPE at the place of work to cover all potentially hazardous operations was not fully implemented.		
<b>Objective Evidence:</b>	<ol style="list-style-type: none"> <li>Safe work procedure for Oxy-Acetylene Set not fully implemented. During site visit at Sg Mai Estate, Workshop area, it was found that installation of flash back arrestor only at Acetylene Cylinder but not at Oxy Cylinder. It was not in line with SOP Workshop &amp; Maintenance dated 01/11/2008 Section 14.3.6 (b) Ensure that flash back arrestors are installed.</li> <li>During site visit at Kerdau Estate Field 10A, it was found 6 workers were conducted fertilizer application NKC. PPE were using during conduct the work which is goggle, apron, N95 mask, boots and cotton gloves. However, the type of gloves used not in line with recommendation by CHRA assessor dated 11/06/2020 Section Personal Protective Equipment No. 10, Manuring Operator, Type of Glove: Reusable Nitrile Glove for Fertilizer/Chemicals: Kieserite, Egyptian, Rock Phosphate, Fertibor and NKC.</li> </ol>		
<b>Corrections:</b>	<p><u>Kerdau Estate</u></p> <ol style="list-style-type: none"> <li>Estate to conduct proper training on correct PPE usage as per recommendation by CHRA especially for workers. (Evidence refer to Appendix 6).</li> <li>Estate has replaced cotton glove to reusable nitrile glove for the fertiliser applicator / workers.</li> </ol> <p><u>Sg Mai Estate</u></p> <ol style="list-style-type: none"> <li>Installed new flashback arrestors at both cylinder, Oxy Cylinder and Acetylene Cylinder immediately on 15/04/2022.</li> <li>Refresher training have been carried out to the workshop personnel on 18/04/2022.</li> </ol>		

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	<p>This training focusing on:</p> <ul style="list-style-type: none"> <li>• Refresher on safety PPE during work at Estate Workshop</li> <li>• Refresher on Workshop SOPs.</li> <li>• Recheck all equipment at workshop area such as Oxy Cylinder, Oxy Cylinder, Working Bench and others to ensure all equipment are safe and ready to be used.</li> </ul> <p>3. Issue reminder letter to the foreman if this issue repeated.</p>
<b>Root cause analysis:</b>	Ineffective monitoring on the implementation of risk control and assessment on health & safety training not being conducted to evaluate training effectiveness
<b>Corrective Actions:</b>	<p><u>Kerdau Estate</u> Monitoring on PPE training effectiveness during workplace inspection and site observation by the estate management.</p> <p><u>Sg Mai Estate</u></p> <ol style="list-style-type: none"> <li>1. To carried out site visit regularly to the workshop to ensure workshop at good condition and safe to be used.</li> <li>2. Carried out random interviewed to workshop personnel regarding SOPs at workshop and focusing on safety.</li> </ol>
<b>Assessment Conclusion:</b>	Recurrence of the same issues observed thus the previous minor was not effectively closed and upgraded to major NC.
<b>Verification Statement:</b>	The previous minor NC was not closed effectively and upgraded to major NC

<b>Opportunity For Improvement</b>			
<b>Ref:</b>	Nil	<b>Clause:</b>	<b>MSPO Part ___:</b>
<b>Area/Process:</b>			
<b>Objective Evidence:</b>			
<b>Verification Statement:</b>			

**3.4 Summary of the Nonconformities and Status**

CAR Ref.	Clause & Category (Major / Minor)	Issued Date	Status & Date (Closure)
2189891-202201-M1	4.6.4.4 Part 3 - Major	15/04/2022	Closed on 10/07/2022
2189891-202201-N1	4.4.4.2 Part 3 - Minor	15/04/2022	Upgraded to major NC
2333471-202304-M1	4.4.4.2 Part 3 – Major	14/04/2023	Closed out on 13/7/2023
2333471-202304-M2	4.6.1.1 Part 3 – Major	14/04/2023	Closed out on 13/7/2023

### 3.5 Issues Raised by Stakeholders



IS #	Description
<p><b>1</b></p>	<p><b>Issues:</b> Gedaxxxx Jeluxxxx Jaxx, Contractor</p> <p>The estate management has cooperated fully with the contractor throughout the work process. The contractor received a comprehensive briefing on the organization's requirements before commencing their work. Adequate personal protective equipment (PPE) has been provided to all contractors' workers. Additionally, the contractors have been informed about the complaint flow chart, enabling them to lodge any complaints if necessary. As of now, there have been no complaints regarding the work conducted at Kerdau Mill.</p> <p><b>Management Responses:</b> Noted on good response, will improve more in the future.</p> <p><b>Audit Team Findings:</b> No further issue.</p>
<p><b>2</b></p>	<p><b>Issues:</b> Dep Headmaster Sekolah Jenis Kebangsaan Cina Jerik</p> <p>It is commendable that the nearby headmaster acknowledges the estate management's outstanding cooperation and their willingness to permit the use of the estate compound for school activities. Such collaboration between educational institutions and external entities is essential in creating enriched learning environments and providing additional opportunities for students. This proactive support from the estate management demonstrates a commitment to fostering a positive relationship with the community and contributing to the holistic development of young learners. Such cooperative efforts should be encouraged and emulated as they enhance educational experiences and promote mutual benefit for all involved parties.</p> <p><b>Management Responses:</b> Will continue to enhance the cooperation and collaboration between organizations and educational institutions foster mutual benefits, enhancing educational experiences and nurturing thriving communities for collective progress and shared responsibility.</p> <p><b>Audit Team Findings:</b> No further issue.</p>
<p><b>3</b></p>	<p><b>Issues:</b> Gender Committee Representative</p> <p>There is no harassment happened in the working premise as well as off work. The committee will always keep reminding each and every one on how the importance of speaking up if any harassments happen. There is no discrimination during working hour, all workers are treated the same.</p> <p><b>Management Responses:</b> Will keep maintaining the good practise and will improve further in giving support to all workers.</p> <p><b>Audit Team Findings:</b> No further issue.</p>
<p><b>4</b></p>	<p><b>Issues:</b> NUPW Representative</p> <p>The worker's representative is elected without the interference of the management unit either the manager or assistant manager. All process is conducted transparently. Almost all the workers join the union, with the union fees bare by the company.</p> <p>The workers are able to voice out any issues during the social dialogue, which the management will take action of each the issues raised.</p>

	<p><b>Management Responses:</b>                  Will keep the good practise, all workers are asset to the company, and they will be taken care.</p>
	<p><b>Audit Team Findings:</b>                  No further issues.</p>

**3.6 List of Stakeholders Contacted**

<p><b>Government Officer:</b>                  Deputy Headmaster Sekolah Jenis Kebangsaan Cina Jerik</p>	<p><b>Community/neighbouring village:</b>                  Tabika Perpaduan</p>
<p><b>Suppliers/Contractors/Vendors:</b>                  Gexxxx Jelxxxx Jaya</p>	<p><b>Worker’s Representative/Gender Committee:</b>                  Worker’s Representative                  Union Representative                  Gender Committee Representative</p>

**Section 4: Assessment Conclusion and Recommendation**

<b>Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings</b>	
Based on the findings during the assessment SOU 11 Kerdu POM Certification Unit complies with the MS 2530-2:2013 or MS 2530-3:2013 or MS 2530-4:2013. It is recommended that the certification of SOU 11 Kerdu POM Certification Unit is continued.	
<b>Acknowledgement of Assessment Findings</b>	<b>Report Prepared by</b>
<b>Name:</b> Shylaja Devi Vasudevan Nair	<b>Name:</b> <b>Mohamed Hidhir Bin Zainal Abidin</b>
<b>Company name:</b> Sime Darby Plantation Bhd	<b>Company name:</b> <b>BSI Services Malaysia Sdn Bhd</b>
<b>Title:</b> Head, Sustainability Compliance Unit, Group Sustainability Dept.	<b>Title:</b> <b>Lead auditor</b>
<b>Signature:</b> 	<b>Signature:</b> 
<b>Date:</b> 03/10/2023	<b>Date:</b> 19/07/2023



**Appendix A: Summary of the findings by Principles and Criteria**

**MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Oil Palm Plantations and Organized Smallholders**

Criterion / Indicator		Assessment Findings	Compliance
<b>4.1 Principle 1: Management commitment &amp; responsibility</b>			
<b>Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy</b>			
<b>4.1.1.1</b>	A policy for the implementation of MSPO shall be established. <b>- Major compliance -</b>	Establishment of Group Sustainability & Quality Policy Statement dated 02/12/2019 signed by Group Managing Director Mr. Mohamad Helmi Othman Basha was sighted. The policy was made available and posted in the strategic area within mill compound. For example, the latest briefing was carried out on 8/10/2022 at Kerdau Estate.	Complied
<b>4.1.1.2</b>	The policy shall also emphasize commitment to continual improvement. <b>- Major compliance -</b>	The statements in the established policy have emphasized on 4 main areas/pillars: i) Promoting good governance and transparency ii) Contributing to better society iii) Minimizing environmental harm iv) Delivering sustainable quality  In line with MSPO commitment to continual improvement under delivering sustainability quality, "Continuously delivering value through innovation and operational excellence"	Complied
<b>Criterion 4.1.2 – Internal Audit</b>			

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Criterion / Indicator		Assessment Findings	Compliance									
<b>4.1.2.1</b>	<p>Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.</p> <p><b>- Major compliance -</b></p>	<p>Internal audit process defined under Internal Audit Procedure, SDP/GSD/SCU/IAP, rev:3 dated 31/1/23. Under section 6.1.1: Pre-audit activities – Audit planning and scheduling by lead auditor taking into consideration the number of operating units involved, review of previous audit performance and availability of auditor. As practiced, annual internet audit carried out to identify strong and weak points and potential area for further improvement.</p> <p>Internal audit was carried out on 20/2/2023 at Chenor Estate. Total of 5 non-conformities raised as a result of audit. All NCs raised were closed on 7/3/2023 as reported in SCOTS. Internal audit results at respective operating units as per below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Estate</th> <th style="text-align: left;">Date of audit</th> <th style="text-align: left;">Audit result</th> </tr> </thead> <tbody> <tr> <td>Sg Mai Estate</td> <td>21/2/2023</td> <td>5 non-conformities raised and closed on 17/3/2023.</td> </tr> <tr> <td>Kerdau Estate</td> <td>22/2/2023</td> <td>5 non-conformities raised and closed on 10/3/2023.</td> </tr> </tbody> </table>	Estate	Date of audit	Audit result	Sg Mai Estate	21/2/2023	5 non-conformities raised and closed on 17/3/2023.	Kerdau Estate	22/2/2023	5 non-conformities raised and closed on 10/3/2023.	Complied
Estate	Date of audit	Audit result										
Sg Mai Estate	21/2/2023	5 non-conformities raised and closed on 17/3/2023.										
Kerdau Estate	22/2/2023	5 non-conformities raised and closed on 10/3/2023.										
<b>4.1.2.2</b>	<p>The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.</p> <p><b>- Major compliance -</b></p>	<p>Guided by Internal audit procedure, SDP/GSD/SCU/IAP, rev:3 dated 31/1/23, audit results documented under Sustainability Certification Online Tracing System (SCOTS) and audit checklist which has included the summary of findings and process to identify root cause and corrective action plan.</p>	Complied									
<b>4.1.2.3</b>	<p>Report shall be made available to the management for their review.</p> <p><b>- Major compliance -</b></p>	<p>Internal audit report/SCOTS was made available for management review as reported under indicator 4.1.2.1</p>	Complied									

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Criterion / Indicator		Assessment Findings	Compliance								
<b>Criterion 4.1.3 – Management Review</b>											
<b>4.1.3.1</b>	<p>The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.</p> <p><b>- Major compliance -</b></p>	<p>The management review meeting carried out on annual basis as to review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification for the review period. Summary of management meeting conducted at specific operating units as follows:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Date of meeting</th> </tr> </thead> <tbody> <tr> <td>Chenor Estate</td> <td>8/3/2023</td> </tr> <tr> <td>Sg Mai Estate</td> <td>22/2/2023</td> </tr> <tr> <td>Kerdau Estate</td> <td>15/3/2023</td> </tr> </tbody> </table>	Estate	Date of meeting	Chenor Estate	8/3/2023	Sg Mai Estate	22/2/2023	Kerdau Estate	15/3/2023	Complied
Estate	Date of meeting										
Chenor Estate	8/3/2023										
Sg Mai Estate	22/2/2023										
Kerdau Estate	15/3/2023										
<b>Criterion 4.1.4 – Continual Improvement</b>											
<b>4.1.4.1</b>	<p>The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.</p> <p><b>- Major compliance -</b></p>	<p>Continual improvement plan can be seen in the budget/CAPEX for 2023. Among approved CAPEX as per below:</p> <p><u>Chenor Estate</u>            Social and welfare – ceiling and roofing replacement, HDPE pipe replacement, dispensary/clinic item and apparatus            Process optimization – Mechanization (spraying, manuring and terrace racker)</p> <p><u>Sg Mai Estate</u>            Social and welfare – Roof replacement for 82 houses, Asphalt/Tar Road at main division, 12 units of new workers quarters and 1 unit of Surau.</p> <p><u>Kerdau Estate</u></p>	Complied								

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		<p>Process optimization – Mechanization (new tractor replacement), FFB evacuation (1.174 km concrete road)</p> <p>Social and welfare – Roof replacement for 30 houses, beautification project – internal painting, kids playground</p>	
<b>4.1.4.2</b>	<p>The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption.</p> <p><b>- Major compliance -</b></p>	<p>The new information and techniques or new industry standards and technology were obtained/approved from regional office and HQ. Other means includes being members of various oil palm related association e.g., ISP, MPOA, MPOB, MPOCC etc as to get up-to-date information on techniques or new industry standards and technology.</p>	Complied
<b>4.1.4.3</b>	<p>An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.</p> <p><b>- Major compliance -</b></p>	<p>Action plan to provide necessary resources and to implement the new techniques or new industry standard or technology included in the CAPEX and also under OU's continuous improvement plan.</p>	Complied
<b>4.2 Principle 2: Transparency</b>			
<b>Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements</b>			
<b>4.2.1.1</b>	<p>The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 1/4/2008 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate and Suara Kami Helpline during the stakeholder meeting at each estate. On specific grievance handling mechanism, Grievance Response Standard Operating Procedure, ver. 2, approved on 18/07/2022 is referred to.</p> <p>Timeframe for external communication to provide feedback within two weeks of the date of receipt for complaint/grievances requiring direct</p>	Complied

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		feedback and within one week of the completion of the investigation for communication requiring investigation. Manager is responsible for address the communication and requests.	
<b>4.2.1.2</b>	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. <b>- Major compliance -</b>	The management has disseminated the information of the documents that made publicly available such as management plan, OSH plan, audit reports and land titles upon request during the stakeholder meetings. Besides, internal and external stakeholders could access to the company’s website to obtain information such as policies, annual report and complaint procedures. The link for publicly available <a href="https://simeidarbyplantation.com/sustainability/">https://simeidarbyplantation.com/sustainability/</a>	Complied
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			
<b>4.2.2.1</b>	Procedures shall be established for consultation and communication with the relevant stakeholders. <b>- Major compliance -</b>	Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 1/4/2008 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation. Dosh logbook available and the record showed was updated until 19/09/2022.	Complied
<b>4.2.2.2</b>	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. <b>- Minor compliance -</b>	Sighted the appointment letter for Social Officer at each estate, the appointment records are as follows: <u>Chenor Estate</u> Mohd Fikry Bin Harun, Assistant Manager dated 01/01/2023 Muhammad Razif Bin Ramli dated 01/01/2022	Complied

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		<p><u>Sungai Mai Estate</u> Mohd Jeffri Zal Bin Ramli dated 01/04/2023.</p> <p><u>Kerdau Estate</u> Fakhrul Hilmi Bin Muhammad Shah dated 01/01/2023.</p>													
<b>4.2.2.3</b>	<p>List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.</p> <p><b>- Major compliance -</b></p>	<p>The management has updated the list of stakeholders, which include the local communities, government agencies, contractors and suppliers. List of stakeholders updated records are as follows:</p> <p>Chenor Estate – 01/01/2023 Sungai Mai Estate – 01/01/2023 Kerdau Estate – 08/03/2023</p> <p>The management has conducted the Stakeholder Meeting at each operating unit. Sighted the records of minutes of meeting is available at each operating unit. The records are as follows:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Date of Meeting</th> <th>Attendees</th> </tr> </thead> <tbody> <tr> <td>Chenor</td> <td>23/02/2023</td> <td>17 external stakeholders</td> </tr> <tr> <td>Sungai Mai</td> <td>10/04/2023</td> <td>16 external stakeholders</td> </tr> <tr> <td>Kerdau</td> <td>08/03/2023</td> <td>30 external Stakeholder</td> </tr> </tbody> </table>	Estate	Date of Meeting	Attendees	Chenor	23/02/2023	17 external stakeholders	Sungai Mai	10/04/2023	16 external stakeholders	Kerdau	08/03/2023	30 external Stakeholder	Complied
Estate	Date of Meeting	Attendees													
Chenor	23/02/2023	17 external stakeholders													
Sungai Mai	10/04/2023	16 external stakeholders													
Kerdau	08/03/2023	30 external Stakeholder													
<b>Criterion 4.2.3 – Traceability</b>															
<b>4.2.3.1</b>	<p>The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).</p> <p><b>- Major compliance -</b></p>	<p>The Sustainable Supply Chain and Traceability Procedure for Upstream Malaysia, SD/SDP/GSD/SCCS/0522/01 version 1 dated 1/6/2022 documented the procedure for traceability. Procedure has combined all related sustainability standard requirements of RSPO/ISCC/MSPO.</p>	Complied												
<b>4.2.3.2</b>	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p>	<p>SOU11 group estates send FFB to Kerdau POM. Weighbridge tickets were available for verification and maintained for traceability of all FFBs</p>	Complied												

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	- <b>Major compliance</b> -	sent to the mill. Weighbridge tickets were sampled for both estates	
<b>4.2.3.3</b>	The management should identify and assign suitable employees to implement and maintain the traceability system. - <b>Minor compliance</b> -	The overall responsibility for the traceability is the Head of Operating Unit, where in this case are the estate managers [ref.: Clause 4 of SOP for Sustainable Supply Chain and Traceability Procedure, SD/SDP/GSD/SCCS/0522/01 version 1 dated 1/6/2022].	Complied
<b>4.2.3.4</b>	Records of sales, delivery or transportation of FFB shall be maintained. - <b>Major compliance</b> -	Records of FFB sales & delivery including FFB Weighbridge Tickets together with FFB Delivery Note (DO Chit) and Daily Record (Daily FFB Despatch Summary LogBook) were maintained based on Standard Operating Procedure; Effective date: 2/5/2012; Chapter 7: Sales of Produce Ex-Estate/Mill Procedures; Section 7.1 FFB Sales and Despatches & Chapter 13. <u>Chenor Estate</u> Estate code: M582 Field no.: 2000E, 201B, 2016C, 2017F, 2014B, 2002D DO no 15478, WB ticket 15478 Total bunches: 2,459 Date of delivery/lorry no.: 31/3/2023/CDS 9576 <u>Sg Mai Estate</u> Estate code: M298 Field no.: 2016B DO no 14283, WB ticket 281591 Total bunches: 1,427 Date of delivery/lorry no.: 9/4/2023/VFS 2271 <u>Kerdau Estate</u> Estate code: E299	Complied

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		Field no.: 2011F DO no. 42282, WB ticket 281315 Total bunches: 389 Date of delivery/lorry no.: 31/03/2023/WKV867	
<b>4.3 Principle 3: Compliance to legal requirements</b>			
<b>Criterion 4.3.1 – Regulatory requirements</b>			
<b>4.3.1.1</b>	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. <b>- Major compliance -</b>	Evidence of compliance with the applicable local, state, national and ratified international laws and regulations were demonstrated. Permit and license checked as per the following: <u>Chenor Estate</u> i) Diesel permit, serial no. C003339, ref. no. KPDNHEP TLH 600-5/2/2 with approved storage capacity 3,640 liter valid from 9/5/22 – 8/5/25. ii) Certificate of fitness (CF), air compressor (PH PMT 2122) valid until 24/6/2023. iii) MPOB license (selling and transporting of FFB) for 1,862.69 ha and valid from 1/12/22 to 30/11/23. <u>Sg Mai Estate</u> i) Diesel permit, serial no. C002655, ref. no. PKPDNHEP.PHG.JRT.600-5/2/243 (PA) PD with approved storage capacity 22,000 liter valid from 8/8/21 – 7/8/24. ii) Certificate of fitness (CF), air compressor (PH PMT 2835 and PH PMT 2834) valid until 12/4/2023. DOSH inspection was done on 11/4/23 and waiting for CF renewal.	Complied



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		<p>iii) MPOB license no. 524697002000 (selling and transporting of FFB) for 2,844.08 ha and valid from 31/01/22 to 31/10/23.</p> <p>iv) Petrol permit, serial no. PK:C002795, reference no. PKPDNHEP.PHG.JRT.600-5/2/57/22 (PK)PD, RON95 purchase capacity: 40 liter valid from 20/12/22 to 19/12/23.</p> <p><u>Kerdau Estate</u></p> <p>i) Diesel permit, serial no. C003345, ref. no. KPDNHEP TLH 600-5/2/3/86 with approved storage capacity 12,000 liter valid from 31/5/22 – 30/5/23.</p> <p>ii) Diesel permit, serial no. C003586, ref. no. KPDNHEP TLH 600-5/2/116/81 with approved storage capacity 10,000 liter valid from 25/8/22 – 24/8/23 for Sungai Tekal Division, Kuala Krau.</p> <p>iii) Certificate of fitness (CF), air compressor (PH PMT 2801 and PH PMT 2814) valid until 13/5/2023.</p> <p>iv) MPOB license no. 524696002000 (selling and transporting of FFB) for 5,683.05 ha and valid from 1/11/22 to 31/10/23.</p> <p>v) Petrol permit, serial no. PK:C003522, reference no. KPDNHEP.TLH.600-5/2/342/17, RON95 purchase capacity: 150 liter valid from 29/09/22 to 28/09/23.</p>	
<b>4.3.1.2</b>	<p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p><b>- Major compliance -</b></p>	<p>Documented Procedures have been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10/12/2008. Relevant laws and regulations were break down to a few components such as:</p> <p>a) Occupational Safety and Health (i.e OSHA 1994, Noise Exposure Regulation 2019)</p> <p>b) Environment (i.e Environment Quality Act 1974, CPO Regulation</p>	Complied

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		(Prescribed Premises) c) Water (Water Service Industry Act 2006) d) Human Resource (HR) related (i.e. Employment Act 1955, amendment 2022) e) Other requirements (i.e. Control of Supplies Act 1967)	
<b>4.3.1.3</b>	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. <b>- Major compliance -</b>	All legal requirements were documented in Legal and Other Requirement Register available at the estates. The register is reviewed regularly and updated as and when there are new or amended legal requirements that are applicable to the estate operations. The latest review was carried out on 10/1/23. LORR was established to cover all legal acts, regulations and other requirement related to. Management has listed applicable laws and regulations. The sample of Act and Legal: 1. Employment Insurance Scheme (EIS) (Amendment) Act 2022 (revision date 23/11/2022) 2. Control of Supplies Act 1961 (revision date 23/11/ 2022) 3. Employment (Amendment) Act 2022 (revision date 6/1/ 2023)	Complied
<b>4.3.1.4</b>	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. <b>- Minor compliance -</b>	Management has assigned person in charge on monitoring law and regulation as per appointment letter for estate’s Assistant Manager dated 01/01/2023. Refer Appointment as Person in Charge for RSPO/MSPO/Social representative. Under clause 7 in the appointment letter, Monitor compliance and update changes in regulatory requirements.	Complied
<b>Criterion 4.3.2 – Lands use rights</b>			
<b>4.3.2.1</b>	The management shall ensure that their oil palm cultivation	There was no evidence to show that Oil Palm cultivation activities of	Complied

Criterion / Indicator		Assessment Findings	Compliance
	activities do not diminish the land use rights of other users. <b>- Major compliance -</b>	both the estates had diminished the land use rights of others. The management had documents to show legal ownership of its land.	
<b>4.3.2.2</b>	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. <b>- Major compliance -</b>	<p>Documents showing legal ownership or lease, history of land tenure and the actual legal use (agriculture) of the land were made available at the visited estate.</p> <p>Sample of land title based on the latest quit rent for 2022 are:</p> <p><u>Chenor Estate</u></p> <p>There is total 3 land titles in Chenor Estate and it was sighted the ownership of the land belongs to Sime Darby Plantation (Peninsular) Sdn Bhd. The land title are as the following:</p> <ul style="list-style-type: none"> <li>a. Land title no: 569x. Lot No: 3274, Ha: 1394.1398 ha</li> <li>b. Land title no: 71x, Lot No: 469, Ha: 1209.7393 ha</li> <li>c. Land title no: 72x, Lot No: 470, Ha: 116.0496 ha</li> </ul> <p><u>Sungai Mai Estate</u></p> <p>There are total 8 land titles with total of 2,853.70 ha in Sungai Mai Estate and it was sighted the ownership of the land belongs to Sime Darby Plantation (Peninsular) Sdn Bhd. Sample of the land title are as the following:</p> <ul style="list-style-type: none"> <li>a. Land title no: 18xx. Lot No: 379, Ha: 1.2899 ha</li> <li>b. Land title no: 95xx, Lot No: 746, Ha: 1.4999 ha</li> <li>c. Land title no: 52xx, Lot No: 509, Ha: 785.0889 ha</li> </ul> <p><u>Kerdau Estate</u></p> <p>There are total 7 land titles with total of 5683.05 ha in Kerdau Estate and it was sighted the ownership of the land belongs to Sime Darby</p>	Complied

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		Plantation (Peninsular) Sdn Bhd. Sample of the land title are as the following: a. Land title no: 54xx. Lot No: 575, Ha: 4856.232 ha b. Land title no: 92xx, Lot No: 830, Ha: 40.0385 ha c. Land title no: 85xx, Lot No: 1879, Ha: 89.486 ha																
<b>4.3.2.3</b>	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. <b>- Major compliance -</b>	The Estate have maps showing the locations of boundary stones that have been physically located and marked. Boundaries stones/markers/trenching at the estate, during the audit document and photos inspection confirmed that they were clearly marked and maintained. Site visit further confirmed this compliance. <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Estate</th> <th>Boundary</th> <th>Neighbouring</th> <th>Demarcation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Chenor</td> <td>P00C</td> <td>Forest Reserve Jengka</td> <td>Trenching</td> </tr> <tr> <td>2</td> <td>Sungai Mai</td> <td>P00SC</td> <td>Kampung Orang Asli</td> <td>Trenching</td> </tr> </tbody> </table>		Estate	Boundary	Neighbouring	Demarcation	1	Chenor	P00C	Forest Reserve Jengka	Trenching	2	Sungai Mai	P00SC	Kampung Orang Asli	Trenching	Complied
	Estate	Boundary	Neighbouring	Demarcation														
1	Chenor	P00C	Forest Reserve Jengka	Trenching														
2	Sungai Mai	P00SC	Kampung Orang Asli	Trenching														
<b>4.3.2.4</b>	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC). <b>- Minor compliance -</b>	There is no land dispute in the SOU 11 Estates at the time of audit. The land belongs to Sime Darby Plantation Berhad and land ownership documents verified.	Not Applicable															
<b>Criterion 4.3.3 – Customary rights</b>																		
<b>4.3.3.1</b>	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. <b>- Major compliance -</b>	As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.	Not Applicable															

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4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should be made available. - <b>Minor compliance</b> -	As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.	Not Applicable
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - <b>Major compliance</b> -	As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.	Not Applicable
<b>4.4 Principle 4: Social responsibility, health, safety and employment condition</b>			
<b>Criterion 4.4.1: Social Impact Assessment (SIA)</b>			
4.4.1.1	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones. - <b>Minor compliance</b> -	<p>The estates visited has conducted Social Impact Assessment (SIA) conducted on 11-16/01/2016. The assessment conducted was include the feedbacks from the stakeholder engagement meeting Besides providing socio-economic baseline data, the report highlighted various issues (complaints, requests and comments) raised by the stakeholders of the respective estates and mill (in SOU 11) action plans for handling the identified issues were also presented in the report.</p> <p><u>Chenor Estate</u>            The estate has developed the Social Management Plan dated 01/01/2023. The management plan has discussed 24 issues related to social, dialogue, housing complex, gender committee, social welfare, social connection and living conditions.</p> <p><u>Sungai Mai Estate</u>            The estate has developed the Social Management Plan dated 01/01/2023. The management plan has discussed 8 issues related to</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>social activities, housing repair, road repair and religious event as well as sport day.</p> <p><u>Kerdau Estate</u></p> <p>The estate has developed the Social Management Plan dated 01/01/2023. The management plan has discussed 8 issues related to social activities, housing repair, road repair and religious event as well as sport day.</p>	
<b>Criterion 4.4.2: Complaints and grievances</b>			
<b>4.4.2.1</b>	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p><b>- Major compliance -</b></p>	<p>The company has developed a documented procedure in Sustainable Plantation Management System on handling social issues, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008. The procedure has detailed the process of handling social issues raised by the stakeholders and resolve in an effective, timely and appropriate manner.</p> <p>Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 1/4/2008 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the mill. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation. On specific grievance handling mechanism, Grievance Response Standard Operating Procedure, ver. 2, approved on 18/07/2022 is referred to.</p>	Complied

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4.4.2.2	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties. <b>- Major compliance -</b>	Estate has implemented External Complaint Book and Housing Defect Complaint Form to record complaints and requests reported by the stakeholders. The complaints or grievances were resolved within the time frame. Most of the complaints were related to housing repair. The complaint form has recorded the name of complainant, date of completion and acknowledgement from the complainant after action taken.	Complied
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. <b>- Minor compliance -</b>	All estates visited have established communication book/form for internal and external complaint. The communication logbook/forms are available at estate's office. In case the complainant would want to make an anonymity complaint it can be made through electronic Complaint form or email to Senior Director or Whistleblowing committee or toll-free number or fax or by mail. Currently the management has already implemented the OilPalmPal (OPP) system for the workers to complaint on housing damage. Sighted the OPP records are available at each estate visited.	Complied
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. <b>- Minor compliance -</b>	Sime Darby Plantation Berhad has implemented Flowchart and Procedure on Handling Social Issues, version 1 and dated 1/11/2008. Initial negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue which the involvement of disputed parties, zone heads, third parties and stakeholders. Verified through stakeholder's interview. Chenor Estate has conducted the briefing for complaint and suggestion procedure during the stakeholder meeting on 23/02/2023 for external stakeholder and 10/01/2023 and 27/04/2022 for internal workers during the muster call.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Sungai Mai Estate briefed the external stakeholder during the external stakeholder meeting on 10/04/2023 and training to the workers was conducted on 28/01/2023.</p> <p>Kerdau Estate briefed the external stakeholder during the external stakeholder meeting on 08/03/2023 and training to the workers was conducted on 08/10/2022.</p>	
<b>4.4.2.5</b>	<p>Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request.</p> <p><b>- Major compliance -</b></p>	<p>The complaint record for request for maintenance are available and kept for 10 years according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents.</p> <p>Latest OPP records available at Chenor Estate was on 05/04/2023, the issued was settled a day after the report was lodge. At Kerdau Estate, the latest report dated 09/04/2023, and the issue was completed.</p>	Complied
<b>Criterion 4.4.3: Commitment to contribute to local sustainable development</b>			
<b>4.4.3.1</b>	<p>Growers should contribute to local development in consultation with the local communities.</p> <p><b>- Minor compliance -</b></p>	<p>Among contribution made to the local communities as follows:</p> <p><u>Chenor Estate</u></p> <ol style="list-style-type: none"> <li>1. Community Health Program with local clinic dated 11/03/2023</li> <li>2. Estate Sport Day dated 27/01/2023</li> <li>3. Cleaning of local police station dated 17/09/2022</li> </ol> <p><u>Sungai Mai Estate</u></p> <ol style="list-style-type: none"> <li>1. The job opportunity offered to local community</li> </ol> <p><u>Kerdau Estate</u></p> <ol style="list-style-type: none"> <li>1. Gift to PTA SMK Kerdau dated 17/06/2022</li> </ol> <p>Contribution of school utensil to worker's children dated 25/02/2022</p>	Complied



Criterion / Indicator	Assessment Findings	Compliance	
<b>Criterion 4.4.4: Employees safety and health</b>			
<b>4.4.4.1</b>	<p>An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has established occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139). Refer:</p> <ol style="list-style-type: none"> <li>1. Group sustainability &amp; Quality Policy Statement undersigned Mr Mohamad Helmy Othman Basha (Group Managing Director) dated 02/12/2019.</li> <li>2. SDP Group Health, Safety &amp; Environment (HSE) Policy undersigned Mr Mohamad Helmy Othman Basha (Group Managing Director) dated 05/05/2022.</li> <li>3. Upstream Malaysia – Health, Safety &amp; Environment (HSE) Policy Statement undersigned Mr Roslin Azmy Hassan (Chief Executive Officer) dated 01/06/2020.</li> </ol> <p>The OSH policy and plan are regularly communicated to the staffs and workers during the morning briefings and OSH Meetings. The estate management has conducted the policies training to the workers on delivered by the Senior Assistant / Assistant Manager to the workers. Besides that, morning briefing regarding on the safety issues during work were conducted every day. Briefing records were made available to the audit team. Training on policy has been conducted as below: Chenor Estate: 20/01/2023 Kerdau Estate: 07/02/2023 Sg Mai Estate: 28/01/2023</p>	<p>Complied</p>
<b>4.4.4.2</b>	<p>The occupational safety and health plan shall cover the following:</p>	<p>The OSH plan generated by the Estates for the year 2022 &amp; 2023 covers the important aspects of OSH such as Safety Trainings, OSH</p>	<p>Major Non-compliance</p>

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<p>a) A safety and health policy, which is communicated and implemented.</p> <p>b) The risks of all operations shall be assessed and documented.</p> <p>c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:</p> <ul style="list-style-type: none"> <li>i. all employees involved shall be adequately trained on safe working practices</li> <li>ii. all precautions attached to products shall be properly observed and applied</li> </ul> <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meeting are kept</p>	<p>Meetings, Fire Extinguisher Inspections, HIRARC Reviews, Workplace Inspections, ERP Trainings, Fire Drills and Medical Surveillance, Audiometric Test and NRA.</p> <p>a) The OSH policy and plan are regularly communicated to the staffs and workers during the morning briefings and OSH Meetings. Latest policy briefing sighted on 24/03/2023. Sighted UM HSE Management System Manual UM/HSE/MS/01 dated 22/03/2021 as a procedure related to Safety.</p> <p>b) HIRARC documents were made available to the audit team. All the operation and non-operation activities were covered. HIRARC is reviewed on annually and as and when there are any accidents that occur in the estate. Verified the latest review of HIRARC for the estates.</p> <p>Chenor Estate: 07/02/2023 Kerdau Estate: 01/04/2023 Sg Mai Estate: 02/01/2023</p> <p>Chemical Health Risk Assessment was conducted in compliance to the OSHA Act 1994 and the Use and Standard of Exposure of Chemicals Hazardous to Health (USECHH) Regulations 2000 to assess the risks associated to hazardous chemicals used in the estate. The CHRA reports were available in the sampled estates as below:</p> <ul style="list-style-type: none"> <li>• Chenor Estate: The Chemical Health Risk Assessment Report (Ref. Number: HQ/14/ASS/00/00001-2020/15) conducted by Azhar Hazardous Chemical Consultancy (DOSH Registration: HQ/14/ASS/00/358) on 20/06/2020 was available for verification.</li> <li>• Kerdau Estate: The Chemical Health Risk Assessment Report</li> </ul>	

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<p>and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p><b>- Major compliance -</b></p>	<p>(Ref. Number: HQ/14/ASS/00/00001-2020/11) conducted by Azhar Hazardous Chemical Consultancy (DOSH Registration: HQ/14/ASS/00/358) on 11/06/2020 was available for verification.</p> <ul style="list-style-type: none"> <li>• Sg Mai Estate: The Chemical Health Risk Assessment Report (Ref. Number: HQ/14/ASS/00/00001-2020/14) conducted by Azhar Hazardous Chemical Consultancy (DOSH Registration: HQ/14/ASS/00/358) on 11/07/2020 was available for verification.</li> </ul> <p>Medical Surveillance was conducted for workers exposed to chemicals in the estate as recommended in the CHRA. The medical surveillance was conducted to monitor the level of exposure on the workers towards the chemicals from identification by Occupational Health Doctor.</p> <ul style="list-style-type: none"> <li>• Chenor Estate - Medical Surveillance was conducted from 12/04/2023 at Klinik Hazcare for 17 estate workers, who have been exposed to chemicals. Results indicated that all workers were free from occupational diseases.</li> <li>• Kerdau Estate - Medical Surveillance was conducted from 02/02/2023 at Klinik Sulaiman Temerloh, Pahang for 3 estate workers, who have been exposed to chemicals. Results indicated that all workers were free from occupational diseases.</li> <li>• Sg Mai Estate - Medical Surveillance was conducted from 02/02/2023 at Klinik Sulaiman Temerloh, Pahang for 12 estate workers, who have been exposed to chemicals. Results indicated that all workers were free from occupational diseases.</li> </ul>	

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	<p>Noise Risk Assessment Report (NRA) was conducted in compliance to Occupational Safety &amp; Health (Noise Exposure) Regulations 2019 in the estates. The NRA Reports were available in the sampled estates as below.</p> <ul style="list-style-type: none"> <li>• Chenor Estate – Assessment conducted on 20/09/2021 by SH Safety Consultancy Sdn Bhd. The assessment report was available for verification.</li> <li>• Kerdau estate - Assessment conducted on 21/09/2021 by SH Safety Consultancy Sdn Bhd. The assessment report was available for verification.</li> <li>• Sg Mai Estate - Assessment conducted on 23/09/2021 by SH Safety Consultancy Sdn Bhd. The assessment report was available for verification.</li> </ul> <p>Audiometric Test was conducted in the estates as per the recommendation in the Noise Risk Assessment as below.</p> <ul style="list-style-type: none"> <li>• Chenor Estate - Audiometric test was conducted on 18-19/07/2022 by Klinik Sulaiman Temerloh for workers identified to be exposed to excessive noise in the estate. A total of 18 workers were tested and result indicates that 11 workers have Normal audiogram while 7 workers have Non work-related Hearing disorder.</li> <li>• Kerdau Estate - Audiometric test was conducted on 24/03/2022 by Best Hearing Aid Centre Sdn Bhd for workers identified to be exposed to excessive noise in the estate.</li> <li>• Sg Mai Estate - Audiometric test was conducted on 28/03/2023 by Klinik Hazcare for workers identified to be exposed to excessive noise in the estate. A total of 28 workers were tested and report was midst of completion.</li> </ul>	

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	<p>c) Estates sampled have established a training program for employees exposed to chemicals used at the palm oil estates to ensure continuous awareness to the employees. The training was conducted by the Manager, Asst. Manager, and representative from the chemical suppliers to the supervisors and operators. Training record on safety has been verified and according to Training Plan FY2023.</p> <p>d) The estates have provided appropriate PPE to all workers according to the job type and requirements. Refer Personal Protective Procedure (PPE) UM/HSE/OCP/03 dated 04/03/2021 as a guideline. Latest PPE record sighted on 04/01/2023. PPE issuance was recorded in PPE Issue form. The records were kept by monthly basis for monitoring purpose. Sighted Personal Protective Equipment (PPE) Matrix.</p> <p><i>Major NC</i></p> <p><i>PPE worn by workers for manuring application (NKC) was not completed.</i></p> <p><i>During site visit at manuring area, Kerbau Estate, it was observed 3 manurer was wearing surgical mask instead of N95 mask, and not wearing safety goggles while conduct the manuring application (NKC). Interview conducted, all required PPE has been given by the management.</i></p> <p><i>During site inspection at manuring area, Chenor Estate, it was observed 2 manurer was not wearing safety goggles while conduct the manuring application (NKC). Interview conducted, all required PPE has been given by the management.</i></p> <p><i>However, the implementation was not in line with CHRA recommendation Section PPE, Manuring Operator (Kieserite, ERP,</i></p>	

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	<p><i>Fertibor and NKC) required Reusable Nitrile Glove, Safety glasses with side shield, safety shoes/ covered shoes, PVC apron and Disposable N95 mask. Refer SOP: Penabur baja dated 01/11/2021 Version 1, "Pemakaian Safety Glasses adalah berdasarkan keperluan CHRA Mengikut Jenis Aplikasi Baja".</i></p> <p><i>The findings was escalated to Major NC due ineffective of implementation of corrective action previous NC.</i></p> <p>e) Management has established Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance with regulation. Refer Chemical safety Management Procedure UM/HSE/OCO/04 dated 04/03/2021. Chemical register review in January 2023. Inspection at chemical store found in order. SDS for each chemical stored was updated. Safety signage was a place at the strategic area to create awareness. Spill kite were place at the main entrance of chemical store for emergency purpose if any spillage occurs.</p> <p><i>Major NC</i></p> <p><i>Chemical were stored in the containers without any labelled.</i></p> <p><i>During site visit at workshop area, it was found chemical petrol was stored in the drinking bottle. It was not in line with Sime Darby Plantation Berhad "Botol Minuman Tidak Boleh" Digunakan Untuk Menyimpan Bahan Kimia". Refer CHRA Recommendation on Occupational safety and Health (Use and Standard of Exposure Of Chemicals Hazardous To Health) Regulation 2000 Section Regulation 21: Relabeling (1) "When chemical hazardous to health is transferred to another container, other than that which is originally supplied, and the contents of the container are not used</i></p>	

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		<p><i>within a normal work shift, the employer shall ensure that the container is relabeled”.</i></p> <p>f) Verified OSH Organization chart has been established for all sample estates. Appointment letter has been kept in the OSH file. Person in charge (Chairman) for OSH for each operation units are as follow:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Name</th> <th>Designation</th> <th>Appointment Date</th> </tr> </thead> <tbody> <tr> <td>Chenor</td> <td>Mr Amir Shah</td> <td>Estate Manager</td> <td>01/01/2023</td> </tr> <tr> <td>Sg Mai</td> <td>Mr Ahmad Tarmizi</td> <td>Estate Manager</td> <td>01/01/2023</td> </tr> <tr> <td>Kerdau</td> <td>Mr Zuhairi Zubir</td> <td>Estate Manager</td> <td>01/01/2023</td> </tr> </tbody> </table> <p>g) Management has conduct regular two-way communication with their employees where issues that affect their business such as those related to employees’ safety, health and welfare are discussed openly. The Occupational Safety &amp; Health Meetings were done on a regular basis (3 months Interval) to address the safety and health issues. Sighted evidence of minutes of meeting and attendance</p> <table border="1"> <thead> <tr> <th>OSH 2022</th> <th>Chenor Estate</th> <th>Sg Mai Estate</th> <th>Kerdau Estate</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> Meeting</td> <td>30/03/2022</td> <td>23/02/2022</td> <td>24/02/2022</td> </tr> <tr> <td>2<sup>nd</sup> Meeting</td> <td>28/06/2022</td> <td>14/05/2022</td> <td>20/05/2022</td> </tr> <tr> <td>3<sup>rd</sup> Meeting</td> <td>28/09/2022</td> <td>12/08/2022</td> <td>22/08/2022</td> </tr> <tr> <td>4<sup>th</sup> Meeting</td> <td>28/12/2022</td> <td>07/11/2022</td> <td>28/11/2022</td> </tr> <tr> <th>OSH 2023</th> <th>Chenor Estate</th> <th>Sg Mai Estate</th> <th>Kerdau Estate</th> </tr> <tr> <td>1<sup>st</sup> Meeting</td> <td>31/01/2023</td> <td>17/01/2023</td> <td>23/02/2023</td> </tr> </tbody> </table> <p>h) Procedure on Emergency Response has been established. Refer Emergency Preparedness &amp; Response Procedures dated 17/11/2021 with reference number UM/HSE/SP/02.</p>	Estate	Name	Designation	Appointment Date	Chenor	Mr Amir Shah	Estate Manager	01/01/2023	Sg Mai	Mr Ahmad Tarmizi	Estate Manager	01/01/2023	Kerdau	Mr Zuhairi Zubir	Estate Manager	01/01/2023	OSH 2022	Chenor Estate	Sg Mai Estate	Kerdau Estate	1 <sup>st</sup> Meeting	30/03/2022	23/02/2022	24/02/2022	2 <sup>nd</sup> Meeting	28/06/2022	14/05/2022	20/05/2022	3 <sup>rd</sup> Meeting	28/09/2022	12/08/2022	22/08/2022	4 <sup>th</sup> Meeting	28/12/2022	07/11/2022	28/11/2022	OSH 2023	Chenor Estate	Sg Mai Estate	Kerdau Estate	1 <sup>st</sup> Meeting	31/01/2023	17/01/2023	23/02/2023	
Estate	Name	Designation	Appointment Date																																												
Chenor	Mr Amir Shah	Estate Manager	01/01/2023																																												
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	<p>Implementation of the procedure was verified during site inspection. Sample of visit found Emergency Contact Number, Emergency Evacuation, First Aid Locations, Fire Extinguisher Locations, Emergency Response Plans (Fire, Chemical Spillage, Chemical Contamination, Flood and Accident) were displayed at strategic locations around the estate's office and stores. The competent persons are appointed and trained to be part of the Emergency Response Team. Refer ERP Organization Chart FY 2023. Training ERP was conducted on:</p> <p>Chenor Estate: 26/08/2022 Sg Mai Estate: 08/11/2022 Kerdau Estate: 30/11/2022</p> <p>i) First aid training was conducted and recorded. Sighted the report for the training. Training was given by Medical Assistant to all first aiders. Verification during site visit found that mandores were carried the First Aid box to the workplace. Inspection of First Aid box contents found all items were in order and according to the guidelines. Latest inspection sighted on 17/03/2023 at Kerdau Estate and 16/03/2023 at Chenor Estate. Training record as per indicator 4.4.6.1.</p> <p>j) Records for accident happened in the estate compound were well kept in the OSH File.</p> <p>Chenor Estate - JKKP 8 form submitted to the DOSH on 08/01/2023 with reference number JKKP8/113524/2022. 7 accidents were reported and involved of 17 days TLA. Accidents were reviewed in the OSH meeting.</p> <p>Kerdau Estate - JKKP 8 form submitted to the DOSH on 11/01/2022 with reference number JKKP8/124857/2022. 7</p>	



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		<p>accidents were reported and involved of 35 days TLA. Accidents were reviewed in the OSH meeting.</p> <p>Sg Mai Estate - JKKP 8 form submitted to the DOSH on 04/01/2023 with reference number JKKP8/120576/2022. 7 accidents were reported and involved of 79 days TLA. Accidents were reviewed in the OSH meeting.</p>	
<b>Criterion 4.4.5: Employment conditions</b>			
<b>4.4.5.1</b>	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has established Group Sustainability &amp; Quality Policy Statement dated 2/12/2019 by Group Managing Director where the company is respecting, upholding &amp; no-exploitation of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC) last revised 2020. Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/3/2020. Sime Darby Plantation respect and safeguard human rights, notion of democracy and its institution. They recognize that Human Rights Defenders have the role and responsibility of upholding human rights and the need for them to be able to lodge complaints that may arise from their business activities and relationship with Sime Darby Plantation Berhad. This Policy is applied to all stakeholders affected by the business activities and relationships including directors, employees, counterparties, and business partners, workers in our operations and supply chains, and communities surrounding our operations.</p> <p>The policy was communicated to external stakeholders during the stakeholders meeting, and to the workers during the morning muster. Sighted the records of training are available at each estate. Sample at Chenor Estate conducted the policy briefing on 07/02/2023, at Sungai</p>	Complied

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		Mai Estate policy briefing was conducted on 28/01/2023 and at Kerdu Estate on 17/02/2023.	
<b>4.4.5.2</b>	The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics. <b>- Major compliance -</b>	Sime Darby Plantation Berhad has implemented The Group Sustainability & Quality Policy Statement which signed on 02/12/2019. Sighted Human Right Charter Revised 2020 has been established to cover on Human Right consist of Preamble, Scope, Commitments, Approach, Implementation and Responsibilities & Reporting. Refer section 3.2 Respect and Uphold Labour Right where the management is committed to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, sexual orientation union membership, political view, religion and/or age.	Complied
<b>4.4.5.3</b>	Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage. <b>- Major compliance -</b>	Employment contracts are available and explained in language that understood by workers and signed by the workers (Local, Indonesian and Bangladesh). Besides, for workers who workers more than 2 years (Indonesian) and 3 years (other nationalities) have signed an extension contract. There were employment contracts for staffs and workers. Pay and conditions are documented and achieved the Minimum Wage Order 2022. Sampled of employment contracts confirmed that terms and conditions are clearly outlined as per collective agreement and Employment Act 1955 which have been signed by the worker. Sampled of agreement and payslip for February 2023, December 2022 and October 2022 for sample estate as below: <u>Chenor Estate</u> Employee Id: xxx980 Employee Id: xxx239	Complied

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		Employee Id: xxx855 Employee Id: xxx856 Employee Id: xxx980 Employee Id: xxx088 Employee Id: xxx989 <u>Sungai Mai Estate</u> Employee Id: xxx679 Employee Id: xxx923 Employee Id: xxx280 Employee Id: xxx975 Employee Id: xxx110 <u>Kerdau Estate</u> Employee Id: xxx411 Employee Id: xxx456 Employee Id: xxx480 Employee Id: xxx923 Employee Id: xxx110 Employee Id: xxx115 Employee Id: xxx108 Employee Id: xxx568 Employee Id: xxx497 Employee Id: xxx110	
<b>4.4.5.4</b>	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the	Contractor for the estate were mainly for works such as FFB evacuation and transportation and replanting works. Noted that all the contract	Complied

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	<p>employment contract agreed between the contractor and his employee.</p> <p><b>- Minor compliance -</b></p>	<p>workers were provided with appropriate employment contract. A copy of employment contract and pay slips were submitted to the estates visited for monitoring purpose. Based on the payment voucher checked, daily rate for contract workers is RM 57.69/day. Pay slip/cash voucher of the workers were sighted that it is according to the employment contract.</p> <p>The records are documented and available for review. Refer employee of contractor's agreement as per contractor Pacxx Emxx Enterprise at Chenor Estate. Sample has been taken for the month of January 2023 and February 2023. Verification on the pay slip, verified that workers are paid accordingly following the minimum wages.</p> <p>Sighted record for contractor workers at Sungai Mai Estate, Risxx Flexx Sdn Bhd. There 2 workers were sample for the month of January 2023 and February 2023. Verification on the pay slip, verified that workers are paid accordingly following the minimum wages.</p> <p>At Kerbau Estate, sample taken, contractor Triaxx Leoxx Enterprise was taken. Sample of 3 workers sampled for verification of which sample were taken for the month January 2023 and February 2023. Verified that workers are paid accordingly, and deduction are made as per the requirements.</p>	
<b>4.4.5.5</b>	<p>The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p><b>- Major compliance -</b></p>	<p>The estate has established the workers master list which contain information such as Checkroll type, designation, race, religion, nationality, sex, name, date of birth, date joined, work permit expiry date, passport expiry date, EPF no., Work permit no, SOCSO, IC/Permit no., Income tax no, Employment no.</p>	Complied
<b>4.4.5.6</b>	<p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of</p>	<p>All the workers were provided with fair contracts which has been explained, understand, agreed and signed by bot employee and</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	<p>employment contract is available for each and every employee indicated in the employment records.</p> <p><b>- Major compliance -</b></p>	<p>employer. In the employment contracts confirmed that terms and conditions are clearly outlined as per collective agreement and Employment Act 1955 which have been signed by the worker. The sampled was followed as per indicator 4.4.5.3.</p>	
<b>4.4.5.7</b>	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p> <p><b>- Major compliance -</b></p>	<p>All the daily attendance and overtime work were recorded in Estate Daily Attendance Report. Sampled of agreement and payslip for February 2023, December 2022 and October 2022 for sample estate as below:</p> <p><u>Chenor Estate</u>                      Employee Id: xxx980                      Employee Id: xxx239                      Employee Id: xxx855                      Employee Id: xxx856                      Employee Id: xxx980                      Employee Id: xxx088                      Employee Id: xxx989</p> <p><u>Sungai Mai Estate</u>                      Employee Id: xxx679                      Employee Id: xxx923                      Employee Id: xxx280                      Employee Id: xxx975                      Employee Id: xxx110</p> <p><u>Kerdau Estate</u>                      Employee Id: xxx411                      Employee Id: xxx456</p>	Complied

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		Employee Id: xxx480 Employee Id: xxx923 Employee Id: xxx110 Employee Id: xxx115 Employee Id: xxx108 Employee Id: xxx568 Employee Id: xxx497 Employee Id: xxx110	
<b>4.4.5.8</b>	The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement. <b>- Major compliance -</b>	All the daily attendance and overtime work were recorded in Estate Daily Attendance Report. Sampled of agreement and payslip for February 2023, December 2022 and October 2022 for sample estate as below: <u>Chenor Estate</u> Employee Id: xxx980 Employee Id: xxx239 Employee Id: xxx855 Employee Id: xxx856 Employee Id: xxx980 Employee Id: xxx088 Employee Id: xxx989 <u>Sungai Mai Estate</u> Employee Id: xxx679 Employee Id: xxx923 Employee Id: xxx280	Complied

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		Employee Id: xxx975 Employee Id: xxx110 <u>Kerdau Estate</u> Employee Id: xxx411 Employee Id: xxx456 Employee Id: xxx480 Employee Id: xxx923 Employee Id: xxx110 Employee Id: xxx115 Employee Id: xxx108 Employee Id: xxx568 Employee Id: xxx497 Employee Id: xxx110 The management has kept the workers overtime within the limit set by the law, which is 104 hours per month, and not more than 4 hours per day. All sampled sighted verified that the management has paid the overtime wages accordingly.	
<b>4.4.5.9</b>	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. <b>- Major compliance -</b>	Wages and overtime were paid according to the Estate Daily Attendance Report. Total hours of overtime and daily attendance has recorded in the Estate Daily Attendance. All of the sampled employees above have been paid in accordance to the Minimum Wage Order 2022. Hours of overtime has recorded in the payslip and the payment for overtime were paid according to the legal requirements.	Complied
<b>4.4.5.10</b>	Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives	The management has contributed 10 kg of rice once every 2 months for all their workers. Apart from that, all the workers are provided with	Complied

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	for good work performance, bonus payment, professional development, medical care and health provisions. <b>- Minor compliance -</b>	free medical facilities. In additional, all the workers are entitled with the phone allowance of RM5 for every month. Free housing facilities were provided to all the workers and their families.	
<b>4.4.5.11</b>	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation. <b>- Major compliance -</b>	The estates' management has provided free housing facilities to all the workers. Basic amenities such as water and electricity were provided to the workers. Linesite inspection was carried out on weekly basis by Medical Assistant using Housing Complex/ Nest/ Community Hall Inspections.  The housing weekly inspections (PIOA) sample in Chenor Estate dated 10/04/2023. At Sungai Mai Estate, the last inspection was conducted on 08/04/2023, and at Kerbau Estate the latest inspection was conducted on 06/04/2023.	Complied
<b>4.4.5.12</b>	The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace. <b>- Major compliance -</b>	Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They seek to create a working environment with zero tolerance for sexual harassment and abuse and in which violence is never used to resolve issues or conflict.  Gender Committee was established in Sungai Mai Estate to monitor if there is any case of sexual harassment reported. The last meeting was carried out on 17/02/2023 together with the employees Welfare Meeting at Sungai Mai Estate. Issues reported were recorded in the minutes. Interviewed with the female workers found that no sexual harassment or violence case reported so far.  Kerbau Estate has conducted Gender Committee Meeting, dated 20/01/2023 attended by 22 attendees. During the meeting, new	Complied



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		committee was appointed and activities for the whole year was planned. No sexual harassment cases were reported. The management has guaranteed that the identity the complainer will be keep private and management are ready to receive any report regarding the sexual harassment.	
<b>4.4.5.13</b>	<p>The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has implemented The Group Sustainability &amp; Quality Policy Statement which signed on 02/12/2019 where the management is respecting Freedom of Association.</p> <p>Sighted Human Right Charter Revised 2020 has been established to cover on Human Right consist of Preamble, Scope, Commitments, Approach, Implementation and Responsibilities &amp; Reporting.</p> <p>The latest Union Meeting dated 17/12/2023 at Chenor Estate.</p> <p>Interview with the Union representative verified that there is no interference from management in the union, as all the process are handled by the union member.</p> <p>The Social Dialogue at Kerbau Estate latest meeting was verified, conducted on 07/04/2023. Issues related with road safety, health and safety, workplace modification and repair were discussed during the meeting.</p> <p>Union meeting with the management of Kerbau Estate was conducted on 16/04/2022, of which the issues discussed were related to social, and safety at housing areas.</p> <p>Social Dialogue at Sungai Mai Estate dated 07/04/2023 report was sighted. Record of minutes of meeting was verified.</p>	Complied
<b>4.4.5.14</b>	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national</p>	<p>Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support</p>	Complied

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	<p>legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions.</p> <p><b>- Major compliance -</b></p>	<p>and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They recognize that protecting the wellbeing of children means safeguarding them from any form of maltreatment or exploitation, including child sex tourism, child trafficking and child pornography. They are eradicating child labour in all their supply chain and not employ anyone underage of 18 years.</p> <p>No employees below the age of 18 were sighted through verified the Employee Master Listing and interviewed with the workers.</p>																												
<b>Criterion 4.4.6: Training and competency</b>																														
<b>4.4.6.1</b>	<p>All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.</p> <p><b>- Major compliance -</b></p>	<p>The estate management has schedule training programmed for the whole year 2022. There was also session held with contractors and neighbouring communities. The records were made available to the audit team and verified. Training records were well kept in the training files.</p> <p>Chenor Estate</p> <table border="1"> <thead> <tr> <th>No</th> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>First Aid Training</td> <td>28/02/2023</td> </tr> <tr> <td>2</td> <td>Fire Drill Training</td> <td>26/08/2022</td> </tr> <tr> <td>3</td> <td>Chemical Handling &amp; Spraying</td> <td>03/01/2023</td> </tr> <tr> <td>4</td> <td>Schedule Waste Management</td> <td>27/02/2023</td> </tr> <tr> <td>5</td> <td>Grievances Chanel Training</td> <td>24/02/2023</td> </tr> <tr> <td>6</td> <td>Harvesting Training</td> <td>30/01/2023</td> </tr> <tr> <td>7</td> <td>CHEMICAL MIXING TRAINING</td> <td>03/01/2023</td> </tr> <tr> <td>8</td> <td>HIRARC Training</td> <td>03/03/2023</td> </tr> </tbody> </table> <p>Kerdau Estate</p>	No	Training	Date	1	First Aid Training	28/02/2023	2	Fire Drill Training	26/08/2022	3	Chemical Handling & Spraying	03/01/2023	4	Schedule Waste Management	27/02/2023	5	Grievances Chanel Training	24/02/2023	6	Harvesting Training	30/01/2023	7	CHEMICAL MIXING TRAINING	03/01/2023	8	HIRARC Training	03/03/2023	Complied
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Criterion / Indicator		Assessment Findings			Compliance
		No	Training	Date	
		1	First Aid Training	17/03/2023	
		2	Water quality training	04/03/2023	
		3	E-Swiss Training	04/01/2023	
		4	Training for IPM bagworm	09/03/2023	
		5	Chemical handling training	09/03/2023	
		6	Hearing Conversation Training	20/02/2023	
		7	Contractor & Vendors	20/01/2023	
		8	HIRARC Briefing	12/01/2023	
		Sg Mai Estate			
		No	Training	Date	
		1	Policy, COBC Training	28/01/2023	
		2	RSPO & MSPO Training	10/02/2023	
		3	First Aid Briefing & Training	24/02/2023	
		4	NRA & Audiometric Test Briefing	15/03/2023	
		5	Schedule Waste Training	15/03/2023	
		6	HCV & Biodiversity Training	24/03/2023	
		7	Ergonomic Training	19/03/2023	
		8	Fire Drill	08/11/2022	
<b>4.4.6.2</b>	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. <b>- Major compliance -</b>	Training needs of individual employees have been identified prior to the planning and implementation of the training programs to provide the specific skill and competency required to all employees based on their job description.			Complied
<b>4.4.6.3</b>	A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented	Training programme planned for year 2022/2023 was available during the visit. The OSH program generated by the Mill for the year 2022/2023 covers the important aspects of OSH such as Safety			Complied

Criterion / Indicator		Assessment Findings	Compliance
	training procedure. - <b>Minor compliance</b> -	Trainings, OSH Meetings, Fire Extinguisher Inspections, HIRARC Reviews, Workplace Inspections, ERP Trainings, Fire Drills and Medical Surveillance & Audiometric Test.	
<b>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>			
<b>Criterion 4.5.1: Environmental Management Plan</b>			
<b>4.5.1.1</b>	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented. - <b>Major compliance</b> -	<p>A Policy related to Environment has been established. Refer:</p> <ol style="list-style-type: none"> <li>1. Group sustainability &amp; Quality Policy Statement undersigned Mr Mohamad Helmy Othman Basha (Group Managing Director) dated 02/12/2019.</li> <li>2. SDP Group Health, Safety &amp; Environment (HSE) Policy undersigned Mr Mohamad Helmy Othman Basha (Group Managing Director) dated 05/05/2022.</li> <li>3. Upstream Malaysia – Health, safety &amp; Environment (HSE) Policy Statement undersigned Mr Roslin Azmy Hassan (Chief Executive Officer) dated 01/06/2020</li> </ol> <p>Environmental Management Plan was established and be in line with the relevant country and state environmental laws. The management plan was covered on:</p> <ol style="list-style-type: none"> <li>1. Contingency Plan during water shortage FY2023 dated 16/01/2023</li> <li>2. Waste Management Plan FY2023 dated 16/01/2023</li> <li>3. Biodiversity Action Plan FY2023 dated 16/01/2023</li> <li>4. Identification &amp; Management of Wastewater FY2023 dated 16/01/2023</li> <li>5. Pollution and Prevention Plan FY2023 dated 16/01/2023</li> </ol>	Complied

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4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p> <p>b) The aspects and impacts analysis of all operations.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has established SOP for environmental impact assessment and documented in Estate Quality Management System, Standard Operation Manual sub-section 5.4 Planning, Appendix 5.4.1b: Environmental Aspect/Impact Evaluation Procedure, ver. 1, Issue no. 1 dated 01/11/2008.</p> <p>The environmental management plan was established based on Environmental Aspect Impact Identification and Environmental Impact Evaluation conducted and documented in Pollution Prevention Plan. The EAI/EIE was reviewed by the estate management team. Latest review date in January 2023. 44 activities were discussed.</p> <p>The management plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated Environmental Issue, Mitigation Measures and Person Responsible.</p>	Complied
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.</p> <p><b>- Major compliance -</b></p>	<p>Estate visited has established Environmental Management Plan. The plan was reviewed by the mill management on annual basis. Sighted the scheduled waste management plan as one on the environment improvement plans were carry out to ensure the wastes were properly managed by the estate management.</p>	Complied
4.5.1.4	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p><b>- Minor compliance -</b></p>	<p>Environmental Management Plan was established and be in line with the relevant country and state environmental laws. The management plan was covered on:</p> <ol style="list-style-type: none"> <li>1. Contingency Plan during water shortage FY2023 dated 16/01/2023</li> <li>2. Waste Management Plan FY2023 dated 16/01/2023</li> <li>3. Biodiversity Action Plan FY2023 dated 16/01/2023</li> <li>4. Identification &amp; Management of Wastewater FY2023 dated 16/01/2023</li> </ol>	Complied

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		The plan was reviewed by the mill management on annual basis. Environmental improvement plan was mitigating the negative impacts and promote the positive ones. The implementation was monitored by person in charge.	
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives. <b>- Major compliance -</b>	An awareness and training programme has been established and implemented. Workers were understanding the policy and objectives of the environmental management and improvement. Briefing and training program were conducted by the estate management to the employees. Sighted the records as follow: <u>Chenor Estate</u> <ul style="list-style-type: none"> <li>Schedule waste training dated 27/02/2023</li> <li>Cleanliness linesite dated 10/03/2023</li> <li>Rai Baiting (IPM) dated 23/01/2023</li> </ul> <u>Kerdau Estate</u> <ul style="list-style-type: none"> <li>Schedule waste Training dated 15/03/2023</li> <li>HCV &amp; Biodiversity training dated 24/03/2023</li> </ul> <u>Sungai Mai Estate</u> <ul style="list-style-type: none"> <li>Water quality training dated 04/03/2023</li> <li>E-Swiss Training dated 04/01/2023</li> <li>Training for IPM bagworm dated 09/03/2023</li> </ul>	Complied
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. <b>- Major compliance -</b>	Management has organized and conducted regular meetings with workers where concerns of workers about the environmental quality. Refer latest Environmental Regulatory Compliance Monitoring Committee: Chenor Estate: 08/03/2023	Complied

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		Kerdau Estate: 15/03/2023 Sg Mai Estate: 17/01/2023																	
<b>Criterion 4.5.2:</b> Efficiency of energy use and use of renewable energy																			
<b>4.5.2.1</b>	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period. <b>- Major compliance -</b>	Consumption of non-renewable energy has been recorded. Estates visited has established management plan to optimize the usage of non-renewable energy and monitor it on monthly basis. Refer monitoring Diesel Use Per Ton of FFB FY 2022 and FY 2023. <table border="1"> <thead> <tr> <th>Estate</th> <th>Diesel, MT</th> <th>FFB, MT</th> <th>Diesel/FFB</th> </tr> </thead> <tbody> <tr> <td>Chenor</td> <td>3,454.00</td> <td>1,643.06</td> <td>2.10</td> </tr> <tr> <td>Sg Mai</td> <td>63,018.00</td> <td>30,377.86</td> <td>2.07</td> </tr> <tr> <td>Kerdau</td> <td>8,095.00</td> <td>53,246.53</td> <td>1.85</td> </tr> </tbody> </table>	Estate	Diesel, MT	FFB, MT	Diesel/FFB	Chenor	3,454.00	1,643.06	2.10	Sg Mai	63,018.00	30,377.86	2.07	Kerdau	8,095.00	53,246.53	1.85	Complied
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<b>4.5.2.2</b>	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. <b>- Major compliance -</b>	The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel in all transport and machinery operations was available in the respective estate yearly budgets.	Complied																
<b>4.5.2.3</b>	The use of renewable energy should be applied where possible. <b>- Minor compliance -</b>	No renewable energy used in samples estates.	Complied																
<b>Criterion 4.5.3:</b> Waste management and disposal																			
<b>4.5.3.1</b>	All waste products and sources of pollution shall be identified and documented. <b>- Major compliance -</b>	Procedure of Schedule waste management has been established. Refer Waste Management Procedure for Estates & Mill dated May 2022 with reference number SD/SDH/GSD/HSE/0522/01. Other reference made	Complied																

Criterion / Indicator		Assessment Findings	Compliance						
		<p>was Guidelines for Packaging, Labelling and Storage of Scheduled Wastes in Malaysia.</p> <p>Addressed in the Waste Management Procedure for Estates &amp; Mill dated May 2022 with reference number SD/SDH/GSD/HSE/0522/01. Waste management were based on their categorization which is:</p> <ul style="list-style-type: none"> <li>• Scheduled Waste</li> <li>• Hazardous waste</li> <li>• Non-Hazardous waste</li> <li>• Industrial waste</li> <li>• Construction waste</li> <li>• Agricultural waste</li> <li>• Office waste</li> <li>• General waste</li> </ul>							
<b>4.5.3.2</b>	<p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <p>a) Identifying and monitoring sources of waste and pollution</p> <p>b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products</p> <p><b>- Major compliance -</b></p>	<p>Management has established Waste Management Plan 2023. Among details in the management plan tabulated in the table below:</p> <table border="1"> <thead> <tr> <th>Waste Generation</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Scheduled waste</td> <td> <ol style="list-style-type: none"> <li>1. Comply with Schedule waste regulation</li> <li>2. Update inventory of SW in E-Swiss on monthly basis</li> <li>3. Ensure storage of SW not exceed 180 days</li> <li>4. Ensure each SW have labels</li> </ol> </td> </tr> <tr> <td>Industrial waste</td> <td> <ol style="list-style-type: none"> <li>1. Liaise with Procurement Department for tendering process to appoint vendor to collect scrap metals</li> </ol> </td> </tr> </tbody> </table>	Waste Generation	Action Plan	Scheduled waste	<ol style="list-style-type: none"> <li>1. Comply with Schedule waste regulation</li> <li>2. Update inventory of SW in E-Swiss on monthly basis</li> <li>3. Ensure storage of SW not exceed 180 days</li> <li>4. Ensure each SW have labels</li> </ol>	Industrial waste	<ol style="list-style-type: none"> <li>1. Liaise with Procurement Department for tendering process to appoint vendor to collect scrap metals</li> </ol>	Complied
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			2. Ensure the contractor to dispose the debris after work completion	
		Domestic waste	1. Rubbish collected to be disposed at landfill operated by local authority 2. Provide adequate dustbins at the mill and linesite 3. Create awareness on hygiene among employees 4. Regular monitoring on cleanliness and hygiene	
		Industrial Waste	1. Monitoring of EFB Collection and Application	
<b>4.5.3.3</b>	<p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p><b>- Major compliance -</b></p>	<p>Procedure of Schedule waste management has been established. Refer Waste Management Procedure for Estates &amp; Mill dated May 2022 with reference number SD/SDH/GSD/HSE/0522/01. Other reference made was Guidelines for Packaging, Labelling and Storage of Scheduled Wastes in Malaysia.</p> <p>Awareness training on Schedule waste has been conducted as per 4.4.6.1. Generally, the workers have demonstrated good understanding in proper disposal of wastes.</p> <p>Record of Inventory of Schedule Waste and Disposal Record as per details below:  <u>Chenor Estate</u>            Inventory</p> <ul style="list-style-type: none"> <li>File reference Number: AS:C11/123/000/036</li> <li>Date Reporting: 20/02/2023</li> </ul>		Compliance

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	<ul style="list-style-type: none"> <li>Waste Generated: SW110, SW305, SW306, SW404, SW409, SW410</li> </ul> <p>Disposal</p> <table border="1" data-bbox="1048 544 1868 778"> <thead> <tr> <th></th> <th>Sample 1</th> <th>Sample 2</th> </tr> </thead> <tbody> <tr> <td>Consignment notes</td> <td>20230403142DIOF8</td> <td>2022112509XH0Y45</td> </tr> <tr> <td>Date Disposal</td> <td>03/04/2023</td> <td>25/11/2022</td> </tr> <tr> <td>Code of SW</td> <td>SW404</td> <td>SW305</td> </tr> <tr> <td>Type of waste</td> <td>Clinical waste</td> <td>Spent Lubricating Oil</td> </tr> <tr> <td>Amount, MT</td> <td>0.0043</td> <td>0.0730</td> </tr> <tr> <td>Contractors</td> <td>XXX Sdn Bhd</td> <td>XXX Sdn Bhd</td> </tr> </tbody> </table> <p><u>Sg Mai Estate</u></p> <p>Inventory</p> <ul style="list-style-type: none"> <li>File reference Number: JAS.CHQ.600-3/4/10</li> <li>Date Reporting: 08/04/2023</li> <li>Waste Generated: SW102, SW110, SW305, SW306, SW404, SW409, SW410, SW418</li> </ul> <p>Disposal</p> <table border="1" data-bbox="1048 1066 1868 1300"> <thead> <tr> <th></th> <th>Sample 1</th> <th>Sample 2</th> </tr> </thead> <tbody> <tr> <td>Consignment notes</td> <td>2022120110713AYT</td> <td>2022110715DL2UQC</td> </tr> <tr> <td>Date Disposal</td> <td>01/12/2022</td> <td>07/11/2022</td> </tr> <tr> <td>Code of SW</td> <td>SW305</td> <td>SW404</td> </tr> <tr> <td>Type of waste</td> <td>Spent Lubricating Oil</td> <td>Clinical Waste</td> </tr> <tr> <td>Amount, MT</td> <td>0.070</td> <td>0.0024</td> </tr> <tr> <td>Contractors</td> <td>XXX Sdn Bhd</td> <td>XXX Sdn Bhd</td> </tr> </tbody> </table> <p><u>Kerdau Estate</u></p>		Sample 1	Sample 2	Consignment notes	20230403142DIOF8	2022112509XH0Y45	Date Disposal	03/04/2023	25/11/2022	Code of SW	SW404	SW305	Type of waste	Clinical waste	Spent Lubricating Oil	Amount, MT	0.0043	0.0730	Contractors	XXX Sdn Bhd	XXX Sdn Bhd		Sample 1	Sample 2	Consignment notes	2022120110713AYT	2022110715DL2UQC	Date Disposal	01/12/2022	07/11/2022	Code of SW	SW305	SW404	Type of waste	Spent Lubricating Oil	Clinical Waste	Amount, MT	0.070	0.0024	Contractors	XXX Sdn Bhd	XXX Sdn Bhd	
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Type of waste	Filters contaminated with chemical	Empty Chemical containers																						
Amount, MT	0.0100	0.0180																						
Contractors	XXX Sdn Bhd	XXX Sdn Bhd																						
<b>4.5.3.4</b>	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer’s labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p><b>- Major compliance -</b></p>	<p>Empty pesticides container was identified as recycle waste. All empty pesticides containers were triple rinse, puncture and stored at designated stored before disposed to licensed contractors:</p> <ul style="list-style-type: none"> <li>XXX Sdn Bhd - Chenor Estate</li> <li>XXX Sdn Bhd - Kerbau Estate</li> <li>XXX Enterprise - Sg Mai Estate</li> </ul> <p>Refer approval letter from DOE no: AS (B) J 91/110/619/069 Jld 3(37) dated 24/10/2018. Sighted the implementation of the triple rinse during site visit at the storage area.</p> <p>Disposal date for empty pesticide containers were mentioned under indicator 4.5.3.3.</p>	Complied																					
<b>4.5.3.5</b>	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p>	<p>Domestic waste for Chenor Estate disposed thru contractor, XXX Sdn Bhd. The contractor will arrange waste collection 3 times a week.</p>	Complied																					

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Criterion / Indicator		Assessment Findings	Compliance						
	- <b>Minor compliance</b> -	Domestic waste for Kerdau Estate disposed at landfill in block 991A. sighted the signboard showing the open and close date of the landfill. Domestic waste for Sungai Mai Estate disposed at landfill in block P02. Sighted the signboard erected showing the open and close date. Date open was 08/04/2023.							
<b>Criterion 4.5.4:</b> Reduction of pollution and emission									
<b>4.5.4.1</b>	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent. - <b>Major compliance</b> -	Estates visited has established management plan to reduce the significant pollutants and documented in the Pollution Prevention Plan and Energy Management Plan. In the management plan stated the plan to reduce identified significant pollutants and emissions such as Energy Management, Diesel Reduction Plan and GHG Reduction Plan.	Complied						
<b>4.5.4.2</b>	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - <b>Major compliance</b> -	<p>The estate management has established Pollution Management Plan and assessed the potential of polluting the environment. Sighted the plan as below:</p> <table border="1"> <thead> <tr> <th>Environmental Issues</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Fuel and lubricant leakage discharged to the land.</td> <td>To do everyday basis inspection on every estate vehicle. To provide tray at the parking bay for all estate vehicles. To replace the vehicles component when needed.</td> </tr> <tr> <td>Chemical herbicides &amp; pesticide spillage discharged to the land.</td> <td>To recollect water used at the chemical mixing area to be recycled during mixing. To construct containment, sum at the chemical mixing area of a certain chemical</td> </tr> </tbody> </table>	Environmental Issues	Action Plan	Fuel and lubricant leakage discharged to the land.	To do everyday basis inspection on every estate vehicle. To provide tray at the parking bay for all estate vehicles. To replace the vehicles component when needed.	Chemical herbicides & pesticide spillage discharged to the land.	To recollect water used at the chemical mixing area to be recycled during mixing. To construct containment, sum at the chemical mixing area of a certain chemical	Complied
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Criterion / Indicator		Assessment Findings		Compliance
		Dust polluted the air.	To spray water along the office and workers quarters at the estate compound.	
		Air pollution from vehicles.	To frequently conduct maintenance on the vehicle to reduce air pollution.	
		Waste handling.	To ensure all SW are stored at the schedule waste store. To ensure all domestic wastes are collected. To encourage recycling practice. To give awareness briefing among employees.	
<b>Criterion 4.5.5: Natural water resources</b>				
<b>4.5.5.1</b>	<p>The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> <li>a. Assessment of water usage and sources of supply.</li> <li>b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities.</li> <li>c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</li> <li>d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at</li> </ul>	<p>SOU 11 estates had established its Water Management Plan 2022 which was developed to maintain the quality and availability of natural water resources. This is made by practicing efficient water consumption through various methods such as;</p> <ul style="list-style-type: none"> <li>a) Implementation of rainwater harvest,</li> <li>b) Construction of water gate and scheduled water pumping for effective management of field drains and field water level.</li> <li>c) daily monitoring of bund / scheduled maintenance</li> <li>d) Establishment of <i>mucuna bracteata</i> to prevent erosion,</li> <li>e) Side drains at field road to control water, frond stacking,</li> <li>f) Enhancement of ground vegetation at bare ground area.</li> </ul> <p>The water sources are as shown below:</p>	Complied	

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Criterion / Indicator		Assessment Findings						Compliance														
	<p>or before planting or replanting, along all natural waterways within the estate.</p> <p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p><b>- Major compliance -</b></p>		Source	Usage	Monitoring	Freq	PIC	Review status														
		1	Gov Water	Purchased for domestic consumption	Monitoring water supply	Mth	AM Mgr	Liaison with Authority														
		2	Rainwater	Domestic use Workshop Chemical mixing	Rain fall data	On-going	AM Mgr	Water harvesting for general washing														
		3	Water tank	Emergency water supply	-	-	AM Mgr	Request water supply from other estates														
		<p>The contingency plan during water shortage</p> <table border="1"> <thead> <tr> <th></th> <th>incident</th> <th>Action steps</th> <th>PIC</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Water shortage/ prolonged dry season</td> <td>To obtain water from local authority/ Mill catchment To train/ educate staff/ workers to conserve water To seek assistance from local authority To obtain treated water supply from mill's WTP</td> <td>Manager AM/ Mill Engineer</td> <td>As and when required</td> </tr> <tr> <td>2</td> <td>Severe water pollution/ Contamination</td> <td>To obtain water from LAP To train/educate staff/workers to conserve water To seek assistance from local authority To obtain treated water supply from mill's WTP</td> <td>Manager AM//Mill Engineer</td> <td>As and when required</td> </tr> </tbody> </table>									incident	Action steps	PIC	Status	1	Water shortage/ prolonged dry season	To obtain water from local authority/ Mill catchment To train/ educate staff/ workers to conserve water To seek assistance from local authority To obtain treated water supply from mill's WTP	Manager AM/ Mill Engineer	As and when required	2	Severe water pollution/ Contamination	To obtain water from LAP To train/educate staff/workers to conserve water To seek assistance from local authority To obtain treated water supply from mill's WTP
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<p>The estates had implemented water managements plans which covered:</p>																						

Criterion / Indicator		Assessment Findings	Compliance																								
		<p>a) Water shortage contingencies            b) Water pollution prevention            c) Reduce wastage            d) Identification &amp; management of waste waters            e) Monitoring rainfall            f) Regular water quality analysis.</p> <p>The estates continued to protect the water courses, including maintaining and restoring appropriate riparian buffer zones along the natural waterways. The estates adopted the existing SDP policy to maintain the buffer by restricting agrochemical application and left undeveloped during replanting. Water courses and wetlands are protected including maintaining and restoring appropriate riparian buffer zones guided based on Responsible Agriculture Charter 2020 specifically under 3.1.2.</p> <p>"Management of erosion by protection of steep slopes and river reserves within our operations and promote restoration programs. Others , SDP also adopt Guidelines of Width of River Reserve by DID Malaysia and Slope and River Protection Policy" The buffer zones established are as follows:</p> <table border="1"> <thead> <tr> <th></th> <th><i>River width</i></th> <th><i>Buffer zone</i></th> <th></th> <th><i>River width</i></th> <th><i>Buffer zone</i></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>&gt; 40 m</td> <td>50 m</td> <td>4</td> <td>5 - 10 m</td> <td>10 m</td> </tr> <tr> <td>2</td> <td>20 - 40 m</td> <td>40 m</td> <td>5</td> <td>&lt; 5 m</td> <td>5 m</td> </tr> <tr> <td>3</td> <td>10 - 20 m</td> <td>20 m</td> <td>-</td> <td></td> <td>-</td> </tr> </tbody> </table>		<i>River width</i>	<i>Buffer zone</i>		<i>River width</i>	<i>Buffer zone</i>	1	> 40 m	50 m	4	5 - 10 m	10 m	2	20 - 40 m	40 m	5	< 5 m	5 m	3	10 - 20 m	20 m	-		-	
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2	20 - 40 m	40 m	5	< 5 m	5 m																						
3	10 - 20 m	20 m	-		-																						
<b>4.5.5.2</b>	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate. <b>- Minor compliance -</b>	Based on site visit, no construction of bunds, weirs and dams across main rivers or waterways passing through the visited estate.	Complied																								

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<b>4.5.5.3</b>	Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).  <b>- Minor compliance -</b>	As part of water conservation/harvesting practice, roadside silt pit constructed to channel water to field drain.	Complied								
<b>Criterion 4.5.6:</b> Status of rare, threatened, or endangered species and high biodiversity value											
<b>4.5.6.1</b>	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover: a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.  <b>- Major compliance -</b>	Re-assessment of High Conservation Value (HCV) assessment for Pahang Zone (SOU 10 Bukit Puteri, SOU 11 Kerbau & SOU 12 Jabor) on July 2020 by assessment team from Conservation and Biodiversity Unit – Group Sustainability Sime Darby Plantation Berhad. The objectives of this assessment were to update the status of existing recommendation area by HCV Assessment Report, verify presence of protected areas, conservation status & legal protection that could be significantly affected and to propose the HSCV Management Area and Plan for SOU 10, 11 & 12. a) Total of 157.64 ha of HCV area has been identified with SOU11 estates. HCV 4 (basic service for critical situation) and HCV 6 (cultural value – cemetery). However, no specific high diversity value habitat exists in the identified HCV area. b) Example of wildlife (birds, reptiles and mammals) conservation status (IUCN) & WCA 2010 identified within SOU11 estates as per below table: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Common name</th> <th>IUCN</th> <th>WCA 2010</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>White throated King Fisher</td> <td>LC – least concern</td> <td>Totally protected wildlife</td> <td>Can be found at filed drain</td> </tr> </tbody> </table>	Common name	IUCN	WCA 2010	Remark	White throated King Fisher	LC – least concern	Totally protected wildlife	Can be found at filed drain	Complied
Common name	IUCN	WCA 2010	Remark								
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		Red jungle fowls	LC – least concern	Protected wildlife (Hunted species)	Randomly found in oil palm field	
		Leopard cat	LC – least concern	Totally protected wildlife	Nocturnal	
		Wild boar	LC – least concern	Protected wildlife (Hunted species)	Interview notes from workers	
		Common Cobra	LC – least concern	Protected wildlife (others)	Interview notes from workers	
		Monitor lizard	LC – least concern	Protected wildlife (others)	Randomly found in oil palm field	
		*Wildlife Conservation Act (WCA) 2010				
<b>4.5.6.2</b>	<p>If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <p>a) Ensuring that any legal requirements relating to the protection of the species are met.</p> <p>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</p> <p><b>- Major compliance -</b></p>	<p>Based on re-assessment of High Conservation Value (HCV) assessment for Pahang Zone (SOU 10 Bukit Puteri, SOU 11 Kerdu &amp; SOU 12 Jabor) on July 2020, no rare, threatened or endangered species, or high biodiversity value present within SOU11 estates. Only species categorized under IUCN (least concern) and WCA 2010 (totally protected and protected wildlife) were identified.</p> <p>For example, the latest awareness training and briefing on HCV &amp; Biodiversity was carried out on 7/2/23 by the estate management of Chenor Estate. Based on site visit, it was confirmed that the employees able to demonstrate good understanding regarding on the illegal</p>				Complied

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		hunting and protected species. Observed on site, signboards erected at specific HCV and biodiversity area and other location such as line site area, boundary area and at the main office. Wildlife patrolling records were made available to the audit team. No RTE species sighted based patrolling records for all visited estate.	
<b>4.5.6.3</b>	<p>A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p><b>- Major compliance -</b></p>	<p><u>Sg Mai Estate</u></p> <p>Based on HCV monitoring records, no clear evidence of HCVA (HCV 6) monitoring recorded in the HCV monitoring form (appendix 3). Furthermore, the HCV management and monitoring plan for FY2023 has yet to include HCV 6 area (Jah Hut Cemetery). Only HCV 4 management and monitoring included in the said plan.</p> <p>Normative Reference:</p> <p>HCV Conservation Value, Re-assessment for Pahang Zone: SOU 10, 11 and 12 dated March 2016</p> <p>HCVA management and monitoring plan</p> <ul style="list-style-type: none"> <li>- Ensure the area is secured and house keep</li> <li>- Enabling a consistent, two-way engagement with locals (mutual agreement and continuous consultation)</li> <li>- Monitoring by photo (with date) of respective area</li> </ul> <p>Biodiversity management plan recommended by assessor team for managing threats as follows:</p> <ol style="list-style-type: none"> <li>a. Ensure no agrochemical activities conducted near the catchment area, river reserve and stream buffer.</li> <li>b. Cover any bare soil with planting of vetiver grasses to reduce soil erosion.</li> </ol>	Complied

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		<p>c. Erect signboards to create awareness such as, “No Trespassing”, “No Hunting” and “No Open Burning”.</p> <p>d. Liaison with forestry officer and wildlife department on ways to handle any human – wildlife conflict.</p> <p>e. Notify the relevant authorities immediately if any fires or illegal activities detected.</p>	
<b>Criterion 4.5.7: Zero burning practices</b>			
<b>4.5.7.1</b>	<p>Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.</p> <p><b>- Major compliance -</b></p>	<p>The group has established Responsible Agriculture Charter, revised in 2020, stating that under section 3.2: Commitment Towards No Deforestation and New Development on Peat, paragraph 3.2.5: Zero use of fire for land preparation and establish effective monitoring and prevention as well as proactive firefighting measures within a reasonable radius beyond our operational boundaries.</p>	Complied
<b>4.5.7.2</b>	<p>A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop.</p> <p><b>- Major compliance -</b></p>	<p>Visit to the estate confirmed that no previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop hence, no special approval been obtained so far. Hence this requirement is not applicable.</p>	Not Applicable
<b>4.5.7.3</b>	<p>Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws.</p> <p><b>- Major compliance -</b></p>	<p>Since no special approval been obtained so far for burning, hence this requirement is not applicable.</p>	Not Applicable
<b>4.5.7.4</b>	<p>Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.</p> <p><b>- Minor compliance -</b></p>	<p>Noted based on the records on the land clearing and felling for the replanting at visited estates, method of land clearing and preparation</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		was used such as felling & chipping, cambering/land forming and path construction.	
<b>4.6 Principle 6: Best Practices</b>			
<b>Criterion 4.6.1: Site Management</b>			
<b>4.6.1.1</b>	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. <b>- Major compliance -</b>	<p>Estates has a SOP which is SOP EQMS, Pictorial safety Standard, Estate Quality Management System and Agricultural Manual reference. Manual that covered planting material, nursery technique, replanting and preparation, planting density, canopy management and etc. was available for verification. (ARM) Agricultural Reference Manual 2021, Sustainability Plantation Management System and EQMS (Estate Quality Management System) were distributed to all operating units as a guidance document to conduct estate operation.</p> <p>Among the updated SOP FY 2022/2023 as follows:</p> <ol style="list-style-type: none"> <li>1. UM HSE Management System Manual, UM/HSE/MS/01</li> <li>2. First Aid in Workplace Procedure, UM/HSE/OCP/01</li> <li>3. Safety Harvesting Procedure, UM/HSE/OCP/02</li> <li>4. Personal Protective Equipment Procedure, UM/HSE/OCP/03</li> <li>5. Chemical Safety Management Procedure, UM/HSE/OCP/04</li> <li>6. Permit to Work (PTW) Procedure, UM/HSE/OCP/05</li> <li>7. OSH Risk Management Procedure, UM/HSE/SE/01</li> </ol> <p>Sime Darby Plantation Berhad has established mechanism to monitor the implementation of their procedure by Internal Visit from HQ. The visit focusing on Yield Improvement, Crop Recovery, Replanting and Immature Palms Maintenance and Mature Upkeep. Refer (PMU)</p>	Major Non-compliance

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		<p>Performance Monitoring Report FY2022, (SCRA) Structured Crop Recovery Assessment Report and Agronomist Visit.</p> <p>Interview with workers and stakeholders confirmed that the SOP had been implemented and they understood the requirements of the SOP, the bottom-line of which is Good Agricultural Practice and the care for their safety and health and the environment.</p> <p>During the site visit at Kerbau Estate housing complex, it was found that workers are repairing the motorcycle at the house 4A-2004. Sighted that spots of oil spreading on the floor. Further interview with the worker found that the used lubricating oil from the repair of the motorcycle is disposed through the domestic waste.</p> <p>This is against the requirement in the Workers Minimum Standards Of Housing And Social Amenities Guidelines (Ref: SD/SDP/PSQM(ESH)/204-OD6, Eff Date: 06/02/2015) clause 5.3 The housing amenities shall comply with the current legal and other applicable requirements, regulations, code of practise, standards and guidelines in the countries we operate. As well as Waste Management Procedure for Upstream Malaysia (Ref: SD/SDP/GSD/HSE/0522/01, Eff Date: May 2022) Clause 4.2 OU to ensure strictly avoid waste listed in list 2 (SW305) item disposed in land fill and must be disposed according to EQA 1974 (Schedule Waste) Regulation 2005, including the amendment 2007 and Schedule Waste (Hazardous Waste) Management Procedure.</p>	
<b>4.6.1.2</b>	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of	<p>Sime Darby Plantation Berhad has established policy on slope protection and documented in Responsible Agriculture Charter Revised 2020.</p> <p>The policy stated for slope more than 25 degree must be exclude from any new plantation development and replanting program. All the</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	either soil, nutrients or chemicals. <b>- Major compliance -</b>	existing crop and vegetation shall be maintained accordingly. All estates had complied with this policy to not plant on slopes above 25° and Buffer Zone. The policy was communicated to the employee during master briefing, townhall training and displayed in several notice board in the estate.	
<b>4.6.1.3</b>	A visual identification or reference system shall be established for each field. <b>- Major compliance -</b>	Estates audited had a visual identification/reference system for each established field/block and maps established. Field numbers and hectare were marked on palms and in some areas on signboards as sighted in the fields. Sighted sample of field marking at Sg Mai Estate and Kerbau Estate.	Complied
<b>Criterion 4.6.2: Economic and financial viability plan</b>			
<b>4.6.2.1</b>	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. <b>- Major compliance -</b>	A documented business plan has been established. Refer annual budget and the projection for 5 years prepared as guidance for future planning. Sighted the annual budget FY 2023 and business plan FY 2023 – FY2027. In the 5 years business plan include items as follows: <ul style="list-style-type: none"> <li>• Area statement.</li> <li>• Crop (FFB) by year planting.</li> <li>• Crop (FFB) monthly breakdown.</li> <li>• 10 years replanting programs.</li> <li>• Summary of replanting program by field.</li> <li>• Detail of replanting by field.</li> <li>• Executive/staff and workers requirement.</li> <li>• Mature OP costing statement.</li> <li>• General charges statement.</li> </ul>	Complied

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		<ul style="list-style-type: none"> <li>Capital expenditure statement.</li> <li>Summary replanting cost to maturity.</li> </ul> Replanting cost field by field.																														
<b>4.6.2.2</b>	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years. <b>- Major compliance -</b>	Annual replanting programme has been established. Details tabulated in the table below: <table border="1" data-bbox="1048 635 1870 805"> <thead> <tr> <th rowspan="2">Estate</th> <th colspan="5">Replanting Area, Ha</th> </tr> <tr> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>2027</th> </tr> </thead> <tbody> <tr> <td>Sg Mai</td> <td>150.15</td> <td>125.70</td> <td>191.19</td> <td>78.34</td> <td>110.71</td> </tr> <tr> <td>Kerdau</td> <td>112.34</td> <td>102.01</td> <td>163.12</td> <td>150.23</td> <td>0.00</td> </tr> <tr> <td>Chenor</td> <td>0.00</td> <td>63.06</td> <td>178.36</td> <td>84.31</td> <td>97.19</td> </tr> </tbody> </table>	Estate	Replanting Area, Ha					2023	2024	2025	2026	2027	Sg Mai	150.15	125.70	191.19	78.34	110.71	Kerdau	112.34	102.01	163.12	150.23	0.00	Chenor	0.00	63.06	178.36	84.31	97.19	Complied
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<b>4.6.2.3</b>	The business or management plan may contain: <ul style="list-style-type: none"> <li>a) Attention to quality of planting materials and FFB</li> <li>b) Crop projection: site yield potential, age profile, FFB yield trends</li> <li>c) Cost of production: cost per tonne of FFB</li> <li>d) Price forecast</li> <li>e) Financial indicators: cost benefit, discounted cash flow, return on investment</li> </ul> <b>- Major compliance -</b>	This requirement is further elaborated under indicator 4.6.2.1 above. The estates management had a format and guidelines to formulate the returns on the field operations. This format was made available to the audit team and reviewed.	Complied																													
<b>4.6.2.4</b>	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. <b>- Major compliance -</b>	Monthly meeting was conducted to ensure the management plan was successfully implemented. Sighted the meeting minutes and chaired by the Estate Manager and attended the executives and staffs. Among the agenda discussed during the meeting were: <ol style="list-style-type: none"> <li>Introduction by the chairman.</li> </ol>	Complied																													

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		2. Presentation by the estate assistant manager on their monthly progress for estate activities. 3. Reminder by the chairman to ensure safe working among the employees. 4. Be ready for audit from the external party. Sample of minutes of meeting verified dated as below: Chenor estate: 09/03/2023 Sg Mai Estate: 08/03/2023 Kerbau Estate: 15/03/2023	
<b>Criterion 4.6.3:</b> Transparent and fair price dealing			
<b>4.6.3.1</b>	Pricing mechanisms for the products and other services shall be documented and effectively implemented. <b>- Major compliance -</b>	This is available in the guidelines LOA (limit of authority) and revised sourcing method for plantation upstream Malaysia dated 11/7/2017. All tender and pricing exercises are handled by the HQ management. Projects are tendered from the approved vendors registered with HQ supported by P/O prepared by the estate. Vendor will email to finance for job claim. Payments are processed and made by HQ through system named MEX. This is made upon job verification by the mill personnel. Payment will be made to the vendor by the 4 <sup>th</sup> of every month with copy notification to the estate.	Complied
<b>4.6.3.2</b>	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. <b>- Major compliance -</b>	This requirement is in compliance. All contracts and purchases are documented i.e in the form of purchase orders, invoices, contracts for the larger transaction. All documents are signed by both vendor and estates.	Complied
<b>Criterion 4.6.4:</b> Contractor			



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<b>4.6.4.1</b>	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. <b>- Major compliance -</b>	This requirement has been specified in a letter dated 01/7/2017 on RSPO/ISCC/MSPO awareness on to all the contractors, vendors of the estates. This letter was sighted and has stated that all Contractors need to follow RSPO/ISCC/MSPO guideline in accordance with the Sime Darby Plantation of Estate Quality Management System.	Complied
<b>4.6.4.2</b>	The management shall provide evidence of agreed contracts with the contractor. <b>- Major compliance -</b>	All estates maintain contract with the vendors as specified in the financial procedure. A contract was sighted. Transaction between Pacxx Emax Enterprise and Chenor Estate dated dated 31/03/2022 with Invoice No: 3213xxxx. The LOA is also available for the job dated 01/02/2023 with Ref No: xxxx/xxx/FEB2023 Inclusive in the contract is a clause for compliance with all the relevant governing law.	Complied
<b>4.6.4.3</b>	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. <b>- Minor compliance -</b>	This is specified in the letter dated 01/7/2017 as shown in item 4.6.4.1 above under clause vendor pledge VIP among others to comply with labour and human rights, environment, safety and health, ethics and management practices. Terms of delivery to follows RSPO/ISCC/MSPO guideline in accordance with the SDP MQMS/EQMS. Annexure RSPO / MSPO. General commitments - to comply RSPO/MSPO requirement.	Complied
<b>4.6.4.4</b>	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted. <b>- Major compliance -</b>	All works performed at the estates are checked and verified by the estates personnel. Projects where tenders are issued by HQ are checked by representative from HQ. Sighted the sample of payment record for Trxxx Lexxx Enterprise at Kerbau Estate for the month of February 2023. Verification of control point of payment were conducted, which the payment record was prepared by Assistant Manager and approved by Estate Manager.	Complied
<b>4.7 Principle 7: Development of new planting</b>			

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.7.1: High biodiversity value</b>			
<b>4.7.1.1</b>	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. <b>- Major compliance -</b>	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable
<b>4.7.1.2</b>	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. <b>- Major compliance -</b>	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable
<b>Criterion 4.7.2: Peat Land</b>			
<b>4.7.2.1</b>	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. <b>- Major compliance -</b>	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable
<b>Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)</b>			
<b>4.7.3.1</b>	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. <b>- Major compliance -</b>	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable

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4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders. - Major compliance -	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable
4.7.3.3	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed. - Major compliance -	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable
<b>Criterion 4.7.4: Soil and topographic information</b>			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.7.5:</b> Planting on steep terrain, marginal and fragile soils			
<b>4.7.5.1</b>	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. <b>- Major compliance -</b>	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable
<b>4.7.5.2</b>	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. <b>- Major compliance -</b>	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable
<b>4.7.5.3</b>	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. <b>- Major compliance -</b>	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable
<b>Criterion 4.7.6:</b> Customary land			
<b>4.7.6.1</b>	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. <b>- Major compliance -</b>	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable
<b>4.7.6.2</b>	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites.	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable

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	- <b>Minor compliance</b> -		
<b>4.7.6.3</b>	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - <b>Major compliance</b> -	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable
<b>4.7.6.4</b>	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement. - <b>Major compliance</b> -	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable
<b>4.7.6.5</b>	Identification and assessment of legal and recognised customary rights shall be documented. - <b>Major compliance</b> -	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable
<b>4.7.6.6</b>	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - <b>Major compliance</b> -	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable
<b>4.7.6.7</b>	The process and outcome of any compensation claims shall be documented and made publicly available. - <b>Major compliance</b> -	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable
<b>4.7.6.8</b>	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - <b>Minor compliance</b> -	No new planting within SOU11 Group estates. Thus, this indicator is not applicable.	Not applicable

**MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mills**

Criterion / Indicator		Assessment Findings	Compliance
<b>4.1 Principle 1: Management commitment &amp; responsibility</b>			
<b>Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy</b>			
<b>4.1.1.1</b>	Policy for the implementation of MSPO shall be established. - <b>Major compliance -</b>	Establishment of Group Sustainability & Quality Policy Statement dated 02/12/2019 signed by Group Managing Director Mr. Mohamad Helmi Othman Basha was sighted. The policy was made available and posted in the strategic area within mill compound. The latest briefing was carried out on 13/3/2023 at Kerdau POM.	Complied
<b>4.1.1.2</b>	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - <b>Major compliance -</b>	The statements in the established policy have emphasized on 4 main areas/pillars: i) Promoting good governance and transparency ii) Contributing to better society iii) Minimizing environmental harm iv) Delivering sustainable quality  In line with MSPO commitment to continual improvement under delivering sustainability quality, "Continuously delivering value through innovation and operational excellence"	Complied
<b>Criterion 4.1.2 – Internal Audit</b>			

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Criterion / Indicator		Assessment Findings	Compliance
<b>4.1.2.1</b>	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - <b>Major compliance</b> -	Internal audit procedure has been established in the document title "SDP Internal Audit Procedure dated 10/1/2023, Doc reference SDP/GSD/SCU/IAP 2023. Stated in the procedure that the internal audit needs to be conducted at the frequency at least once within 12 months.	Complied
<b>4.1.2.2</b>	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - <b>Major compliance</b> -	Guided by Internal audit procedure, SDP Internal Audit Procedure dated 10/1/2023, Doc reference SDP/GSD/SCU/IAP 2023, audit results documented under Sustainability Certification Online Tracing System (SCOTS) and audit checklist which has included the summary of findings and process to identify root cause and corrective action plan.	Complied
<b>4.1.2.3</b>	Reports shall be made available to the management for their review. - <b>Major compliance</b> -	Internal audit report/SCOTS was made available for management review as reported under indicator 4.1.2.1	Complied
<b>Criterion 4.1.3 – Management Review</b>			
<b>4.1.3.1</b>	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - <b>Major compliance</b> -	Management review for Kerdau POM was last carried out on 21/3/2023.	Complied
<b>Criterion 4.1.4 – Continual Improvement</b>			
<b>4.1.4.1</b>	The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company. - <b>Major compliance</b> -	Continuous Improvement Plans to address the Social, Environmental, Productivity and OSH aspects were available at the sampled estates for verification. Generally, the aspects covered in the CIP are occupational safety, environment and social. Among	Complied

Criterion / Indicator		Assessment Findings	Compliance
		the information available in the CIP is objectives, action to be taken, timeframe and responsible person in-charge.	
<b>4.1.4.2</b>	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce. <b>- Major compliance -</b>	The new information and techniques or new industry standards and technology were obtained/approved from regional office and HQ. Other means includes being members of various oil palm related association e.g., ISP, MPOA, MPOB, MPOCC etc as to get up-to-date information on techniques or new industry standards and technology. Dissemination of these information is done via training programme and on-job-training by each OU.	Complied
<b>4.2 Principle 2: Transparency</b>			
<b>Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements</b>			
<b>4.2.1.1</b>	The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms. <b>- Major compliance -</b>	Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 1/4/2008, which to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate and also Suara Kami Helpline dated 08/03/2023 during the stakeholder meeting. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation. Manager is responsible for address the communication and requests.	Complied
<b>4.2.1.2</b>	The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or	The management has disseminated the information of the documents that made publicly available such as management plan, OSH plan, audit reports and land titles upon request during the stakeholder meetings. Besides, internal and external stakeholders	Complied



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Criterion / Indicator		Assessment Findings	Compliance
	social outcomes. <b>- Major compliance -</b>	could access to the company's website to obtain information such as policies, annual report and complaint procedures. The link for publicly available <a href="https://simedarbyplantation.com/sustainability/">https://simedarbyplantation.com/sustainability/</a>	
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			
<b>4.2.2.1</b>	Procedures shall be established for consultation and communication with the relevant stakeholders. <b>- Major compliance -</b>	Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 1/4/2008 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation. On specific grievance handling mechanism, Grievance Response Standard Operating Procedure, ver. 2, approved on 18/07/2022 is referred to.	Complied
<b>4.2.2.2</b>	The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i> . <b>- Minor compliance -</b>	The Mill Manager appointed all the Senior Mill Assistant Engineer, for the official that are responsible for the social issue at Kerdu Palm Oil Mill. The appointment letter dated 31/12/2022.	Complied
<b>4.2.2.3</b>	A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained. <b>- Major compliance -</b>	Sighted list of stakeholders for the year for Kerdu Palm Oil Mill. The list details the name, address, contact person and phone number. The stakeholder was group to contractors, vendors, suppliers, local communities, government agencies, and other interested parties.  The mill management has conducted the stakeholder meeting together with Kerdu Estate on 08/03/2023. Sighted the minutes of meeting and attendance list available during the audit.	Complied

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.2.3 – Traceability</b>			
<b>4.2.3.1</b>	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. <b>- Major compliance -</b>	The Sustainable Supply Chain and Traceability Procedure for Upstream Malaysia, SD/SDP/GSD/SCCS/0522/01 version 1 dated 1 <sup>st</sup> June 2022 documented the procedure for traceability. Procedure has combined all related sustainability standard requirements of RSPO/ISCC/MSPO.	Complied
<b>4.2.3.2</b>	The management shall conduct regular inspections on compliance with the established traceability system. <b>- Major compliance -</b>	The Sustainable Supply Chain and Traceability Procedure for Upstream Malaysia, SD/SDP/GSD/SCCS/0522/01 version 1 dated 1/6/2022 documented the procedure for traceability. Procedure has combined all related sustainability standard requirements of RSPO/ISCC/MSPO. Regular inspections on compliance conducted during annual internal audit process.	Complied
<b>4.2.3.3</b>	The management shall identified and assign suitable employees to implement and maintain traceability system. <b>- Minor compliance -</b>	The overall responsibility for the traceability is the Head of Operating Unit, where in this case are the estate managers [ref.: Clause 4 of SOP for Sustainable Supply Chain and Traceability Procedure, SD/SDP/GSD/SCCS/0522/01 version 1 dated 1/6/2022]	Complied
<b>4.2.3.4</b>	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. <b>- Major compliance -</b>	Records of CPO & PK sales & delivery including Weighbridge Tickets together with sales Delivery Note (DO Chit) and Daily Record (Daily CPO/PK Despatch Summary Logbook) were maintained based on Standard Operating Procedure. Example of CPO and PK despatch as per the following: CPO Contract no. S/PSD/2303/CPO0065G Contract volume: 200 mt Date of delivery: 30/3/2023	Complied

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		WB ticket no. 019608, DO no. 16944 Vehicle no. NDF 6182 Net weight: 39.11 mt  PK Contract no. S/PSD/2303/PK0033 Contract volume: 200 mt Date of delivery: 30/3/2023 WB ticket no. 019603, DO no. 04403 Vehicle no. VEY 9981 Net weight: 29.76 mt	
<b>4.3 Principle 3: Compliance to legal requirements</b>			
<b>Criterion 4.3.1 – Regulatory requirements</b>			
<b>4.3.1.1</b>	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. <b>- Major compliance -</b>	Kerdau POM has demonstrated compliance with applicable local, state, national and ratified international laws and regulations. Evidence of compliance to permits and licenses checked as per the following:  i) DOE license, reference no. JAS.CHQ 600-3/1/2/38(43), license no. 005105 valid from 1/7/2022 – 30/6/2023. Method of effluent disposal is waterway and composting. Processing capacity is 60 mt/hour. BOD limit is 100 mg/l based on Second Schedule of CPO Regulation 1977.  - Environmental Compliance audit, audit date: 22/12/2022, report dated 30/12/2022. Audit carried out by DOE	Complied

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		<p>registered auditor, EA0121 and there (3) observations raised.</p> <p>ii) MPOB license no. 540761004000 valid from 1/7/2022 to 30/6/2023 with approved mill capacity 270,000 mt/year.</p> <p>iii) Electrical installation license, serial no. 59069, license no. 2022/03865 with 3,464 kW valid for (1) one year from 8/1/23 until 7/1/24.</p> <p>iv) Diesel permit, serial no. P:C003578, reference no. KPDNHEP TLH 600-5/2/13/94 for 25,000 liter dated 27/07/2022 to 26/07/2023</p> <p>v) Permit for Overtime Limit extension, ref: (30) dlm Bhg PU/9/134 Jilid 2 dated 2/12/2013. Limit has been extended to 130 hours per month.</p> <p>Competence Person</p> <table border="1"> <thead> <tr> <th>Competency/</th> <th>License</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Steam Engineer Grade 2</td> <td>Competency no. 049/2009</td> <td>Effective from 23/04/2009</td> </tr> <tr> <td>Certified Environmental Professional in Scheduled Waste Management (CePSWaM)</td> <td>CePSWaM/2317805</td> <td>Valid until 12/10/23</td> </tr> <tr> <td>Electrical Chargeman, A4</td> <td>PJ-T-4-B-0398-2014</td> <td>Valid until 2/6/2023</td> </tr> <tr> <td>Authorized Gas Tester and Standby Person (AGTSP)</td> <td>NW-SRO-AGT-1104-U</td> <td>Valid until 23/11/2024</td> </tr> </tbody> </table>	Competency/	License	Remarks	Steam Engineer Grade 2	Competency no. 049/2009	Effective from 23/04/2009	Certified Environmental Professional in Scheduled Waste Management (CePSWaM)	CePSWaM/2317805	Valid until 12/10/23	Electrical Chargeman, A4	PJ-T-4-B-0398-2014	Valid until 2/6/2023	Authorized Gas Tester and Standby Person (AGTSP)	NW-SRO-AGT-1104-U	Valid until 23/11/2024	
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		Certified Environmental Professional in The Treatment of Palm Oil Mill Effluent (CePPOME)	CePPOME/2218250	Valid until 12/10/23	
		Authorized Entrant and Standby Person (AESP) for Confined Space	NW-ECRO-AE-4680-U	Valid until 26/06/2024	
		Certificate of fitness (CF)			
		Registration no.	Machinery/vessel	Validity period	
		PH PMA 82184	Monorail crane	13/05/2024	
		PH PMT 3746 PH PMT 3748 PH PMT 3749	Oblique Sterilizer	5/03/2024	
		PH PMT 4159	Steam receiver	5/3/2024	
<b>4.3.1.2</b>	The management shall list all relevant laws related to their operations in a legal requirements register. <b>- Major compliance -</b>	Documented Procedures have been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10/12/2008. Relevant laws and regulations were break down to a few components such as: a. Occupational Safety and Health (i.e OSHA 1994, Noise Exposure Regulation 2019) b. Environment (i.e. Environment Quality Act 1974, CPO Regulation (Prescribed Premises))			Complied

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		c. Water (Water Service Industry Act 2006) d. Human Resource (HR) related (i.e. Employment Act 1955, amendment 2022) e. Other requirements (i.e. Control of Supplies Act 1967)	
<b>4.3.1.3</b>	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - <b>Major compliance</b> -	All legal requirements were documented in Legal and Other Requirement Register available at the estates. The register is reviewed regularly and updated as and when there are new or amended legal requirements that are applicable to the estate operations. The latest review was carried out on 10/1/2023. LORR was established to cover all legal acts, regulations and other requirement related to. Management has listed applicable laws and regulations. The sample of Act and Legal: 1. Employment Insurance Scheme (EIS) (Amendment) Act 2022 (revision date 23/11/2022) 2. Control of Supplies Act 1961 (revision date 23/11/2022) 3. Employment (Amendment) Act 2022 (revision date 6/1/2023)	Complied
<b>4.3.1.4</b>	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements. - <b>Minor compliance</b> -	Management has assigned person in charge on monitoring law and regulation as per appointment letter to Senior Assistant Manager) dated 01/01/2021. Refer Appointment as Person in Charge for Environmental/Quality Management System.	Complied
<b>Criterion 4.3.2 – Lands use rights</b>			
<b>4.3.2.1</b>	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. - <b>Major compliance</b> -	The management ensure that their oil palm processing activities do not diminish the land use rights of other users by ensuring the legal boundary is correct through land survey during the development.	Complied

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4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land. - <b>Major compliance</b> -	Kerdau Palm Oil Mill is located within Kerdau Estate. The land title applicable to Kerdau Palm Oil Mill with H.S.D No: 54XX and P.T No: PT 575 registered to Sime Darby Plantation Sdn Bhd dated lease period valid until 08/09/2086.	Complied
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - <b>Major compliance</b> -	The mill area is within the area of Kerdau Estate’s land title. The permanent fence had been constructed to demarcate the vicinity of the mill milling area.	Complied
4.3.2.4	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - <b>Minor compliance</b> -	From the record of communication did not sighted any dispute or legal acquisition of land. There is no land dispute in the SOU 11 at the time of audit. The land belongs to Sime Darby Plantation Berhad and land ownership documents verified.	Not Applicable
<b>Criterion 4.3.3 – Customary rights</b>			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - <b>Major compliance</b> -	As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.	Not Applicable
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - <b>Minor compliance</b> -	As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.	Not Applicable
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - <b>Major compliance</b> -	As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.	Not Applicable

Criterion / Indicator	Assessment Findings	Compliance	
<b>4.4 Principle 4: Social responsibility, health, safety and employment condition</b>			
<b>Criterion 4.4.1: Social Impact Assessment (SIA)</b>			
<b>4.4.1.1</b>	<p>Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.</p> <p><b>- Minor compliance -</b></p>	<p>The mill has conducted Social Impact Assessment (SIA) conducted in January 2016. The assessment conducted was include the feedbacks from the stakeholder engagement meeting. Besides providing socio-economic baseline data, the report highlighted various issues (complaints, requests and comments) raised by the stakeholders of mill.</p> <p>The mill has established action plan for Social Assessment year 2023 dated 10/01/2023. The action plan taking consideration issue such as issue from Workers, surrounding communities, government agencies, suppliers, contractors, staff and management.</p>	Complied
<b>Criterion 4.4.2: Complaints and grievances</b>			
<b>4.4.2.1</b>	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p><b>- Major compliance -</b></p>	<p>The company has developed a documented procedure in Sustainable Plantation Management System on handling social issues, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008. The procedure has detailed the process of handling social issues raised by the stakeholders and resolve in an effective, timely and appropriate manner.</p> <p>Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 1/4/2018 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the mill. Timeframe for external communication to provide feedback within two weeks of the date</p>	Complied



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		of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation.	
<b>4.4.2.2</b>	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties. <b>- Major compliance -</b>	Consultation and communication were conducted through written reports and meetings. Any communication / request/ grievances from external stakeholder were recorded in the communication logbook or complaints form for stakeholders.  For internal stakeholders, main grievances recorded were regarding housing repair. Sighted the Housing Repair form with latest report dated 18/11/2022. All complaints have been satisfactorily addressed by the mill.	Complied
<b>4.4.2.3</b>	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. <b>- Minor compliance -</b>	The mill has established communication book/form for internal and external complaint. The communication logbook/forms is available at mill office.  In case the complainant would want to make an anonymity complaint it can be made through electronic Complaint form or email to Senior Director or Whistleblowing committee or toll-free number or fax or by mail. Oil Palm Pal was use by the workers to lodge complaint regarding the house digitally, and the progress of each report are monitored.	Complied
<b>4.4.2.4</b>	Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time. <b>- Minor compliance -</b>	Interview with the internal and external stakeholders during stakeholder consultation found that they were aware of the complaint procedure, and they were briefed by the management during stakeholder meeting. "Workers Helpline System was the latest method for workers to make any complaint and grievances, Awareness training has been conducted 30/06/2022.	Complied

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4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request. <b>- Major compliance -</b>	Record review found that previous complaints and requests for the past 24 months are available.	Complied
<b>Criterion 4.4.3: Commitment to contribute to local sustainable development</b>			
4.4.3.1	Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation. <b>- Minor compliance -</b>	Since the last assessment, among the contributions from the mill were: 1. Local job opportunity. 2. <i>Hari keluarga @</i> family day. 3. <i>Gotong Royong</i> .	Complied
<b>Criterion 4.4.4: Employees safety and health</b>			
4.4.4.1	An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented. <b>- Major compliance -</b>	Sime Darby Plantation Berhad has established occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139). Refer: 1. Group sustainability & Quality Policy Statement undersigned Mr Mohamad Helmy Othman Basha (Group Managing Director) dated 02/12/2019. 2. SDP Group Health, Safety & Environment (HSE) Policy undersigned Mr Mohamad Helmy Othman Basha (Group Managing Director) dated 05/05/2022. 3. Upstream Malaysia – Health, safety & Environment (HSE) Policy Statement undersigned Mr Roslin Azmy Hassan (Chief Executive Officer) dated 01/06/2020.	Complied

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		The OSH policy and plan are regularly communicated to the staffs and workers during the morning briefings and OSH Meetings.	
<b>4.4.4.2</b>	<p>The occupational safety and health plan should cover the following:</p> <ul style="list-style-type: none"> <li>a) A safety and health policy, which is communicated and implemented.</li> <li>b) The risk of all operations shall be assessed and documented.</li> <li>c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill:               <ul style="list-style-type: none"> <li>i. All employees involved are adequately trained on safe working practices;</li> <li>ii. All precautions attached to products should be properly observed and applied;</li> </ul> </li> <li>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</li> <li>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</li> <li>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements.</li> </ul>	<p>The OSH plan generated by the Mill for the year 2022 &amp; 2023 covers the important aspects of OSH such as Safety Trainings, OSH Meetings, Fire Extinguisher Inspections, HIRARC Reviews, Workplace Inspections, ERP Trainings, Fire Drills and Medical Surveillance &amp; Audiometric Test.</p> <ul style="list-style-type: none"> <li>a. The OSH policy and plan are regularly communicated to the staffs and workers during the morning briefings and OSH Meetings. Latest policy briefing sighted on 24/03/2023. Sighted UM HSE Management System Manual UM/HSE/MS/01 dated 22/03/2021 as a procedure related to Safety.</li> <li>b. Management has identified risk of all operations and be assessed and documented. Sighted OSH Risk Management Procedure UM/HSE/SP/01 dated 04/03/2021.</li> </ul> <p>The mill has conducted assessment for risk on all the operations and documented in Hazard Identification, Risk Assessment, and Risk Control (HIRARC). The assessment covers all main operations and support operations for example. The HIRARC was reviewed at minimum once a year if accident occur or changes on the operation. Sample of latest HIRARC as below:</p> <ul style="list-style-type: none"> <li>a. Office dated 10/08/2022</li> <li>b. Sterilizer Operation dated 27/06/2022</li> <li>c. Workshop dated 20/09/2022</li> </ul> <p>Mitigation plans and control procedures such as PPE, Administrative Control and Trainings were documented. Latest DOSH visit sighted on 22/03/2023.</p>	Complied

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<p>g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept ant the concerns of employees and any remedial actions taken shall be recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p><b>- Major compliance -</b></p>	<p>Chemical Health Risk Assessment (CHRA) was conducted in compliance with Occupational Safety and Health (USECHH) regulation 2000 on 11/06/2020 by DOSH Registered Assessor, Mohamad Khairil Azhar Bin Mohd Salim (HQ/14/ASS/00/358) with the CHRA Report available for verification. The CHRA Report (Report Ref Number: HQ/14/ASS/00/00001-2020/7) was available for verification.</p> <p>Medical Surveillance was conducted to establish workers health status when they work in an environment where they are exposed to particular hazards such a Manganese. The Mill has conducted the medical surveillance on 03/03/2022 to 01/04/2022 for 22 of the workers at Klinik XXX Temerloh where 20 workers had normal results and 2 workers had abnormal results (Hypertension). Nevertheless, no workers were recommended for removal.</p> <p>Noise Risk Assessment was conducted by XXX Environmental (M) Sdn Bhd on 11/03/2021 by XXX Environmental (M) Sdn Bhd. The NRA Report was available for verification.</p> <p>Annual &amp; Baseline Audiometric Testing was conducted on 07/03/2022 by XXX Environmental (M) Sdn Bhd for all workers exposed to excessive noise in the mill. 13 workers were examine and 8 of them have normal audiogram while 5 of them fall under Abnormal. Report was received by management on 06/06/2022. Retest has been conducted on 22/09/2022.</p> <p>c. The mill has established training program for employees exposed to chemicals used at the palm oil mill to ensure the continuous awareness to the employee. Sighted evidence of training plan and record for the year of 2022 and 2023. The training was conducted by the Mill Manager and Asst Manager</p>	

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	<p>for workers based on their operation section. This training programme is used as a guideline to ensure continuous awareness and assessment on the understanding of the required modules. Interview conducted in the Mill Compound found workers have good awareness on their task.</p> <p>d. Management has provided the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). Refer Personal Protective Procedure (PPE) UM/HSE/OCP/03 dated 04/03/2021 as a guideline. Latest PPE record sighted on 04/01/2023. PPE issuance was recorded in PPE Issue form. The records were kept by monthly basis for monitoring purpose.</p> <p>e. Management has established Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance with regulation. Refer Chemical safety Management Procedure UM/HSE/OCO/04 dated 04/03/2021. Chemical register review in January 2023. Inspection at chemical store found in order. SDS for each chemical stored was updated. Safety signage was a place at the strategic area to create awareness. Spill kite were place at the main entrance of chemical store for emergency purpose if any spillage occurs.</p> <p>f. The Mill has appointed responsible person for Health And safety. Refer Appointment letter to Mill Manager, Mr Mohd Aerman Ahmad as PIC for safety and health dated 01/01/2023 together with Employer and Employee representative based on their work units as members of the safety committee.</p> <p>g. Management has conduct regular two-way communication with their employees where issues that affect their business such as</p>	

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	<p>those related to employees' safety, health and welfare are discussed openly. The Occupational Safety &amp; Health Meetings were done on a regular basis (3 months Interval) to address the safety and health issues in the Mill.</p> <table border="1" data-bbox="1131 566 1706 805"> <thead> <tr> <th>2022</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> Meeting</td> <td>18/02/2022</td> </tr> <tr> <td>2<sup>nd</sup> Meeting</td> <td>20/05/2022</td> </tr> <tr> <td>3<sup>rd</sup> Meeting</td> <td>26/08/2022</td> </tr> <tr> <td>4<sup>th</sup> Meeting</td> <td>25/11/2022</td> </tr> <tr> <th>2023</th> <th>Date</th> </tr> <tr> <td>1<sup>st</sup> Meeting</td> <td>21/02/2023</td> </tr> </tbody> </table> <p>h. Procedure on Emergency Response has been established. Refer Emergency Preparedness &amp; Response Procedures dated 17/11/2021 with reference number UM/HSE/SP/02. Implementation of the procedure was verified during site inspection. Sample of visit found Emergency Contact Number, Emergency Evacuation, First Aid Locations, Fire Extinguisher Locations, Emergency Response Plans (Fire, Chemical Spillage, Chemical Contamination, Flood and Accident) were displayed at strategic locations around the mill, office and stores. The competent personals are appointed and trained to be part of the Emergency Response Team. Appointment letters were sighted in the POM. Latest ERP training has been conducted on 13/01/2023.</p> <p>i. Management has established First Aid Procedure. Refer First Aid in Workplace Procedure UM/HSE/OCP/01 dated 04/03/2021. First Aid Training was conducted on 15/03/2023 at Meeting</p>	2022	Date	1 <sup>st</sup> Meeting	18/02/2022	2 <sup>nd</sup> Meeting	20/05/2022	3 <sup>rd</sup> Meeting	26/08/2022	4 <sup>th</sup> Meeting	25/11/2022	2023	Date	1 <sup>st</sup> Meeting	21/02/2023	
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1 <sup>st</sup> Meeting	21/02/2023															

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		<p>Room Kerdau POM. First Aid was present at all mill operations and available at each worksite. First Aid inspection has been conducted by Medical Assistant.</p> <p>j. Records of all accidents were kept in the POM and reviewed at quarterly intervals during the JKKP Meeting. Lost Time Incident are monitored by the POM and records were sighted in the POM. Sighted evidence of JKKP 8 report submitted on 13/01/2023 with reference number JKKP8/128480/2022. There is no accident record under JKKP 6. 2 records of JKKP 7 on Hearing Loss under Audiometric test was reported. Hours work reported at 192,000 with Average days work 80.</p>	
<b>Criterion 4.4.5: Employment conditions</b>			
<b>4.4.5.1</b>	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has established Group Sustainability &amp; Quality Policy Statement dated 2/12/2019 by Group Managing Director where the company is respecting, upholding &amp; no-exploitation of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC) last revised 2020. Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/3/2020. Sime Darby Plantation respect and safeguard human rights, notion of democracy and its institution. They recognize that Human Rights Defenders have the role and responsibility of upholding human rights and the need for them to be able to lodge complaints that may arise from their business activities and relationship with SDP. This Policy is applied to all stakeholders affected by the business activities and relationships including directors, employees, counterparties, and business partners,</p>	Complied

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		workers in our operations and supply chains, and communities surrounding our operations. The policies were communicated to the employees during induction training for new employees and morning muster. Latest Policy Briefing was conducted at Kerdu Palm Oil Mill on 21/03/2023.	
<b>4.4.5.2</b>	The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics. <b>- Major compliance -</b>	Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They promote diversity and inclusion by providing equal opportunities and not tolerating any form of discrimination on the grounds of ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity union membership, political affiliation or age. The policy has been briefed to all the employees and stakeholders during stakeholder meeting for and morning briefing.	Complied
<b>4.4.5.3</b>	Management shall ensure that employees' pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage. <b>- Major compliance -</b>	There were employment contracts for staffs and workers. Pay and conditions are documented and achieved the Minimum Wage Order 2022. Sampled of employment contracts confirmed that terms and conditions are clearly outlined as per collective agreement and Employment Act 1955 which have been signed by the worker. Sampled of agreement pay slips for July 2022, September 2022 and January 2023 as below: Employee Id: 0000xx372 Employee Id: 0000xx386 Employee Id: 0000xx681	Complied



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		Employee Id: 0001xx895 Employee Id: 0001xx278 Employee Id: 0001xx793 Employee Id: 0001xx242	
<b>4.4.5.4</b>	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee. <b>- Minor compliance -</b>	Verified that the there are two contractors available at site. The list as the following: 1. XXX Industrial Supplies – Grass Cutting 2. XXX Jaya Sdn Bhd – Excavator. Sighted the master list of external workers are available. The records of all the workers are accessible in the file. Sample of the worker and salary slip for the month of January 2023 and February 2023 together with the employment offer letter was sighted. All workers records verified that the salary paid, and details of employment are according to the legal requirements.	Complied
<b>4.4.5.5</b>	The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. <b>- Major compliance -</b>	The mill management has registered all their workers into Employee Master Details Listing in SEMUA system where personal details such as full name, gender, date of birth, date join company, race, designation, and wages were recorded.	Complied
<b>4.4.5.6</b>	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records. <b>- Major compliance -</b>	The mill management has employed local and foreign workers from Indonesia. They are all under direct employment to the mill. All of them have signed on the employment contract prior to work and extension contract where the original contract has expired. Terms and conditions were according to Collective Agreement and Employment Act 1955.	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>Sampled of employee's contracts and records sighted are as the following:</p> <p>Employee Id: 0000xx372                      Employee Id: 0000xx386                      Employee Id: 0000xx681                      Employee Id: 0001xx895                      Employee Id: 0001xx278                      Employee Id: 0001xx793                      Employee Id: 0001xx242</p>	
<b>4.4.5.7</b>	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers.</p> <p><b>- Major compliance -</b></p>	<p>All the daily attendance were recorded by punch card system on daily basis and overtime was recorded in the individual card. Besides, the summary of Mill Daily Attendance Report for every month was developed and maintained as well.</p>	Complied
<b>4.4.5.8</b>	<p>The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable.</p> <p><b>- Major compliance -</b></p>	<p>All the daily attendance were recorded by punch card system on daily basis and overtime was recorded in the individual card.</p> <p>Sime Darby Plantation Berhad has obtain permit for overtime work not more than 130 hours per month from Peninsular Malaysia Labour Office as per letter dated 27/3/2017. Refer letter ref. no. BHG.PU/9/134 JLD 9 (11).</p>	Complied
<b>4.4.5.9</b>	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p><b>- Major compliance -</b></p>	<p>Wages and overtime were paid according to the "Punch card system". Total hours of overtime and daily attendance has recorded in the individual card.</p>	Complied

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		<p>All of the sampled employees above have been paid in accordance to the Minimum Wage Order 2022 i.e. RM1500/month or RM57.69/day.</p> <p>Hours of overtime has recorded in the payslip and the payment for overtime were paid according to the legal requirements.</p> <p>Sampled of pay slips for July 2022, September 2022 and January 2023 as below:</p> <p>Employee Id: 0000xx372 Employee Id: 0000xx386 Employee Id: 0000xx681 Employee Id: 0001xx895 Employee Id: 0001xx278 Employee Id: 0001xx793 Employee Id: 0001xx242</p>	
<b>4.4.5.10</b>	<p>Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings.</p> <p><b>- Minor compliance -</b></p>	<p>The management has contributed 10kg of rice once every 2 months for all their workers. Apart from that, all the workers are provided with free medical facilities. In addition, all the workers are entitled with the phone allowance of RM5 for every month. Free housing facilities were provided to all the workers and their families.</p>	Complied
<b>4.4.5.11</b>	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.</p> <p><b>- Major compliance -</b></p>	<p>The mill's management has provided free housing facilities to all the workers. Basic amenities such as water and electricity were provided to the workers. The mill workers are using water treated by the mill.</p>	Complied

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		<p>Linesite inspection was carried out on weekly basis by Medical Assistant using Housing Complex/ Nest/ Community Hall Inspections.</p> <p>PIOA, EWR, and Canteen – inspection conducted on 31/03/2023.</p>	
<b>4.4.5.12</b>	<p>The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They seek to create a working environment with zero tolerance for sexual harassment and abuse and in which violence is never used to resolve issues or conflict.</p> <p>Latest Policy Briefing was conducted at Kerdu Palm Oil Mill on 21/03/2023</p>	Complied
<b>4.4.5.13</b>	<p>The management shall respect the right of all employees to form and join trade union and allow workers’ own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p><b>- Major compliance -</b></p>	<p>The mill management did not stop the workers from joining the union. Sample of workers interviewed understand that they have representative in the union that will conduct the meeting with the management.</p> <p>Sighted the Union meeting was conducted on 02/03/2023, attended by 11 workers.</p> <p>Sighted the Social Dialogue meeting minutes that are conducted twice a month. Last minute of meeting sighted 06/04/2023, with 10 workers attended the meeting.</p>	Complied
<b>4.4.5.14</b>	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has incorporated its policy on protecting the rights of children in the “Group Sustainability &amp; Quality Policy Statement” mention in Indicator 4.1.1.2. Based on</p>	Complied

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		verification of workers register, there was no evidence that anyone below 18 years of age was recruited for employment.	
<b>Criterion 4.4.6: Training and competency</b>			
<b>4.4.6.1</b>	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. <b>- Major compliance -</b>	Employees and contractors in the Mill have been appropriately trained. A training programme has been established and included regular assessment of training needs and documentation, including records of training. Sample of training records as below: 1. Policy, COBC Training dated 24/03/2023 2. Chemical Handling & Safety Training dated 22/03/2023 3. Basic First Aid Training dated 15/03/2023 4. ERP Training dated 13/01/2023 5. Laboratory Training dated 23/02/2023 6. Safety Driver Training dated 18/01/2023 7. Food safety awareness Training dated 23/12/2022 8. Permit To work training dated 07/11/2022 9. Working at height training dated 07/11/2022 10. Confined space training dated 07/11/2022	Complied
<b>4.4.6.2</b>	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. <b>- Major compliance -</b>	Training needs of individual employees have been identified prior to the planning and implementation of the training programs to provide the specific skill and competency required to all employees based on their job description.	Complied
<b>4.4.6.3</b>	A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function	Training programme planned for year 2022/2023 was available during the visit. The OSH program generated by the Mill for the	Complied

Criterion / Indicator		Assessment Findings	Compliance
	and responsibility in accordance to the documented training procedure. <b>- Minor compliance -</b>	year 2022/2023 covers the important aspects of OSH such as Safety Trainings, OSH Meetings, Fire Extinguisher Inspections, HIRARC Reviews, Workplace Inspections, ERP Trainings, Fire Drills and Medical Surveillance & Audiometric Test.	
<b>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>			
<b>Criterion 4.5.1: Environmental Management Plan</b>			
<b>4.5.1.1</b>	An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented. <b>- Major compliance -</b>	<p>A Policy related to Environment has been established. Refer:</p> <ol style="list-style-type: none"> <li>1. Group sustainability &amp; Quality Policy Statement undersigned Mr Mohamad Helmy Othman Basha (Group Managing Director) dated 02/12/2019.</li> <li>2. SDP Group Health, Safety &amp; Environment (HSE) Policy undersigned Mr Mohamad Helmy Othman Basha (Group Managing Director) dated 05/05/2022.</li> <li>3. Upstream Malaysia – Health, safety &amp; Environment (HSE) Policy Statement undersigned Mr Roslin Azmy Hassan (Chief Executive Officer) dated 01/06/2020.</li> </ol> <p>Environmental Management Plan was established and be in line with the relevant country and state environmental laws. The management plan was covered on:</p> <ol style="list-style-type: none"> <li>6. Contingency Plan during water shortage FY2023 dated 16/01/2023.</li> <li>7. Waste Management Plan FY2023 dated 16/01/2023.</li> <li>8. Biodiversity Action Plan FY2023 dated 16/01/2023.</li> <li>9. Identification &amp; Management of Wastewater FY2023 dated 16/01/2023.</li> </ol>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		Pollution and Prevention Plan FY2023 dated 16/01/2023	
<b>4.5.1.2</b>	<p>The environmental management plan shall cover the following:</p> <ul style="list-style-type: none"> <li>a) An environmental policy and objectives;</li> <li>b) The aspects and impacts analysis of all operations</li> </ul> <p><b>- Major compliance -</b></p>	<p>The aspects and impacts analysis of all operations was documented in the Register of Environmental Aspects &amp; Impacts, prepared on 16/01/2023. Applicable Legal updated as below:</p> <ul style="list-style-type: none"> <li>1. EQ (Clean Air) Reg. 1978 to EQ (Clean Air) Reg. 2014</li> <li>2. FMA (Vehicle &amp; Motor Noise) Reg 1989 to Occupational Safety &amp; Health (Noise Exposure) Regulation 2019.</li> </ul> <p>The mill had listed 14 areas or location for assessment for the mill activities. Among the station were:</p> <ul style="list-style-type: none"> <li>1. Reception</li> <li>2. Sterilization</li> <li>3. Thresher</li> <li>4. Pressing</li> <li>5. Clarification</li> <li>6. Depericarping</li> <li>7. Kernel Recovery</li> <li>8. Boiler</li> <li>9. Power Generation</li> <li>10. Palm Product &amp; Dispatch</li> <li>11. Laboratory</li> <li>12. Effluent Treatment</li> <li>13. Workshop</li> <li>14. Water Treatment Plan</li> </ul>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored. <b>- Major compliance -</b>	Environmental Management Plan was established and be in line with the relevant country and state environmental laws. The management plan was covered on: 5. Contingency Plan during water shortage FY2023 dated 16/01/2023 6. Waste Management Plan FY2023 dated 16/01/2023 7. Biodiversity Action Plan FY2023 dated 16/01/2023 8. Identification & Management Of Wastewater FY2023 dated 16/01/2023  The plan was reviewed by the mill management on annual basis. Environmental improvement plan was mitigating the negative impacts and promote the positive ones. The implementation was monitored by person in charge.	Complied
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. <b>- Minor compliance -</b>	Program to promote positive impact was documented in the Environmental Management Plan. The mechanism to promote it was conducted by Annual Training, Campaign, and Environment Meeting.	Complied
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives. <b>- Major compliance -</b>	Regular training and briefing were conducted by the mill manager to the employees. Sighted the annual training program and records related to the environmental training and briefing (refer to indicator 4.4.6.1). Interview with the employees during the site visit indicated their good understanding regarding on the environmental issues. 1. Refer Policy, COBC Training dated 24/03/2023. Environment briefing on Domestic waste, No Open Burning dated 02/01/2023	Complied



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Criterion / Indicator		Assessment Findings	Compliance
<b>4.5.1.6</b>	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. <b>- Major compliance -</b>	Management has organized and conducted regular meetings with workers where concerns of workers about the environmental quality. Refer latest Environmental Regulatory Compliance Monitoring Committee (ERCMC) dated 08/03/2023 and EPMC meeting (Minit Mesyuarat Ahli Jawatankuasa Pengawasan Prestasi Alam Sekitar) dated 21/02/2023.	Complied
<b>Criterion 4.5.2: Efficiency of energy use and use of renewable energy</b>			
<b>4.5.2.1</b>	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period. <b>- Major compliance -</b>	The monitoring is recorded in environment performance indicator- electricity generated by steam turbine. It is calculated as electricity generated from turbine that produces power for the mill entire complex operation unit in kwh/mt FFB. A monthly record on energy consumption for both renewable and non-renewable sources were also maintained and documented. It is monitored to optimize use of renewable energy. The data is compiled for comparison and control for future improvement with aim of gradual reduction particularly diesel.	Complied
<b>4.5.2.2</b>	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. <b>- Major compliance -</b>	The mill records the following data and tabulates the ratio against the FFB processed to determine the efficiency of their operations; a) Diesel used (non-renewable) for the mill operations – 2022 (0.56 litre/FFB), 2023 todate (0.6 litre/FFB) b) KWh/FFB (renewable) – 2022 (19.71 kWh/FFB), 2023 todate (19.90 kWh/ffb)	Complied
<b>4.5.2.3</b>	The use of renewable energy should be applied where possible. <b>- Minor compliance -</b>	The fibre and shell are used in the boiler for fuel recycled in the process system. EFB is used in the estates for mulching. Details of renewable energy (turbine kWh) used in the mill is shown in 4.5.2.2 above.	Complied

Criterion / Indicator		Assessment Findings	Compliance				
<b>Criterion 4.5.3:</b> Waste management and disposal							
<b>4.5.3.1</b>	All waste products and sources of pollution shall be identified and documented. <b>- Major compliance -</b>	<p>Procedure of Schedule waste management has been established. Refer Waste Management Procedure for Estates &amp; Mill dated May 2022 with reference number SD/SDH/GSD/HSE/0522/01. Other reference made was Guidelines for Packaging, Labelling and Storage of Scheduled Wastes in Malaysia.</p> <p>Addressed in the Waste Management Procedure for Estates &amp; Mill dated May 2022 with reference number SD/SDH/GSD/HSE/0522/01. Waste management were based on their categorization which is:</p> <ul style="list-style-type: none"> <li>• Scheduled Waste</li> <li>• Hazardous waste</li> <li>• Non-Hazardous waste</li> <li>• Industrial waste</li> <li>• Construction waste</li> <li>• Agricultural waste</li> <li>• Office waste</li> <li>• General waste</li> </ul>	Complied				
<b>4.5.3.2</b>	A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for: a) Identifying and monitoring sources of waste and pollution. b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.	<p>Management has established Waste Management Plan 2023. Among details in the management plan tabulated in the table below:</p> <table border="1"> <thead> <tr> <th>Waste Generation</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Scheduled waste</td> <td>1. Comply with Schedule waste regulation</td> </tr> </tbody> </table>	Waste Generation	Action Plan	Scheduled waste	1. Comply with Schedule waste regulation	Complied
Waste Generation	Action Plan						
Scheduled waste	1. Comply with Schedule waste regulation						

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Criterion / Indicator		Assessment Findings		Compliance
	- Major compliance -		2. Update inventory of SW in E-Swiss on monthly basis 3. Ensure storage of SW not exceed 180 days 4. Ensure each SW have labels	
		Industrial waste	1. Liaise with Procurement Department for tendering process to appoint vendor to collect scrap metals 2. Ensure the contractor to dispose the debris after work completion	
		Domestic waste	5. Rubbish collected to be disposed at landfill operated by local authority 6. Provide adequate dustbins at the mill and linesite 7. Create awareness on hygiene among employees 8. Regular monitoring on cleanliness and hygiene	
		Industrial Waste	1. Monitoring of EFB Collection and Application	
<b>4.5.3.3</b>	<p>The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005.</p> <p style="text-align: center;">- Major compliance -</p>	<p>Procedure of Schedule waste management has been established. Refer Waste Management Procedure for Estates &amp; Mill dated May 2022 with reference number SD/SDH/GSD/HSE/0522/01. Other reference made was Guidelines for Packaging, Labelling and Storage of Scheduled Wastes in Malaysia.</p> <p>Awareness training on Schedule waste has been conducted as per date below: Kerdau POM: 12/01/2023</p>		Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>Generally, the workers have demonstrated good understanding in proper disposal of wastes.</p> <p>Record of Inventory of Schedule Waste and Disposal Record as per details below:</p> <p>Kerdau POM Inventory</p> <ul style="list-style-type: none"> <li>• File reference Number: JAS.CTM.600-3/1/38</li> <li>• Date Reporting: 05/04/2023</li> <li>• Waste Generated: SW409 and SW410</li> </ul> <p>Disposal</p> <p>Sample 1</p> <ul style="list-style-type: none"> <li>• Disposal consignment note: 2023021710RCZNLN</li> <li>• Date Disposal: 17/02/2023</li> <li>• SW306 (Spent Hydraulic Oil): 0.1200 MT disposed by XXX Sdn Bhd</li> </ul> <p>Sample 2</p> <ul style="list-style-type: none"> <li>• Disposal consignment note: 2023021711IO7QKC</li> <li>• Date Disposal: 17/02/2023</li> <li>• SW324 (Spent Hexana Chemical): 0.0300 MT disposed by XXX Sdn Bhd</li> </ul>	
<b>4.5.3.4</b>	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.</p> <p><b>- Minor compliance -</b></p>	Domestic waste for mill was managed by the Kerdau Estate management.	Complied
<p><b>Criterion 4.5.4:</b> Reduction of pollution and emission</p>			

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Criterion / Indicator		Assessment Findings	Compliance
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. <b>- Major compliance -</b>	Mill has assessed all polluting activities including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. The mill has assessed of all polluting activities during Environmental Aspects Identification and Environmental Impact Evaluation. A management plan has been established based on the significant aspect and DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling.	Complied
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. <b>- Major compliance -</b>	Management has established Pollution Prevention Plan FY2023 dated 16/01/2023. Among the mitigation plan were: <ol style="list-style-type: none"> <li>1. Containment via bunds and proper flooring, spillage kits, oil trap, disposal as schedule waste.</li> <li>2. Proper waste management system</li> <li>3. Awareness and supervision</li> <li>4. Regular service and maintenance of vehicles and machinery</li> <li>5. Anaerobic pond for effluent treatment before discharge to water ways</li> <li>6. Monitoring of continuous Monitoring System (CEMS)</li> <li>7. GHG Emission reduction from biodiesel and electricity</li> </ol> As prescribed under DOE’s Compliance Schedule, the mill is obliged to conduct stack sampling minimum once a year. Below are the verified reports (Isokinetic Stack & Air Emission Monitoring Report): <ul style="list-style-type: none"> <li>• Report no.: 4542/2022/08</li> <li>• Report date: 08/09/2022</li> <li>• Result: Dust: 68 mg/m3 (B5) vs limit 150, CO: 387 mg/m3 vs limit 1000 @ 12% CO2</li> </ul>	Complied

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Criterion / Indicator		Assessment Findings	Compliance																								
		Environmental audit by 3 <sup>rd</sup> party has been conducted 2 times yearly by Assessor Mr Haffiz Othman (EA0121) dated 30/12/2022.																									
<b>4.5.4.3</b>	<p>Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations.</p> <p><b>- Major compliance -</b></p>	<p>Mill effluent is treated through biological anaerobic treatment. Regular monitoring was conducted as per requirement. Monthly and quarterly report was submitted to DOE accordingly. Reviewed the Quarterly Return Form to DOE as follows:</p> <table border="1"> <thead> <tr> <th>Report Date</th> <th>Quarter/Week</th> <th>BOD (100mg/L)</th> </tr> </thead> <tbody> <tr> <td rowspan="3">02/01/2023</td> <td>1<sup>st</sup>week/1<sup>st</sup>month</td> <td>19.00</td> </tr> <tr> <td>5<sup>th</sup>week/2<sup>nd</sup>Month</td> <td>23.00</td> </tr> <tr> <td>9<sup>th</sup>week/3<sup>rd</sup>Month</td> <td>17.00</td> </tr> <tr> <td rowspan="3">14/10/2022</td> <td>1<sup>st</sup>week/1<sup>st</sup>month</td> <td>15.00</td> </tr> <tr> <td>5<sup>th</sup>week/2<sup>nd</sup>Month</td> <td>13.00</td> </tr> <tr> <td>9<sup>th</sup>week/3<sup>rd</sup>Month</td> <td>16.00</td> </tr> <tr> <td rowspan="3">07/07/2022</td> <td>1<sup>st</sup>week/1<sup>st</sup>month</td> <td>14.00</td> </tr> <tr> <td>5<sup>th</sup>week/2<sup>nd</sup>Month</td> <td>15.00</td> </tr> <tr> <td>9<sup>th</sup>week/3<sup>rd</sup>Month</td> <td>10.00</td> </tr> </tbody> </table>	Report Date	Quarter/Week	BOD (100mg/L)	02/01/2023	1 <sup>st</sup> week/1 <sup>st</sup> month	19.00	5 <sup>th</sup> week/2 <sup>nd</sup> Month	23.00	9 <sup>th</sup> week/3 <sup>rd</sup> Month	17.00	14/10/2022	1 <sup>st</sup> week/1 <sup>st</sup> month	15.00	5 <sup>th</sup> week/2 <sup>nd</sup> Month	13.00	9 <sup>th</sup> week/3 <sup>rd</sup> Month	16.00	07/07/2022	1 <sup>st</sup> week/1 <sup>st</sup> month	14.00	5 <sup>th</sup> week/2 <sup>nd</sup> Month	15.00	9 <sup>th</sup> week/3 <sup>rd</sup> Month	10.00	Complied
Report Date	Quarter/Week	BOD (100mg/L)																									
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<b>Criterion 4.5.4:</b> Reduction of pollution and emission																											

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Criterion / Indicator	Assessment Findings	Compliance
<p><b>4.5.5.1</b> The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> <li>a) Assessment of water usage and sources.</li> <li>b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities.</li> <li>c) Ways to optimize water and nutrient usage and reduce wastage (<i>e.g.</i> having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</li> </ul> <p><b>- Major compliance -</b></p>	<p>The mill management has monitor and evaluate the water consumption for mill activities and domestic used. Kerdau POM has developed Water Management Plan, prepared on the 03/01/2023. The plan emphasized on the following areas.</p> <ul style="list-style-type: none"> <li>a) Water source</li> <li>b) Efficient use of water</li> <li>c) Renewability of water source</li> <li>d) Avoidance of surface and ground water contamination</li> </ul> <p>Monitoring of outgoing water (upstream and downstream) of final discharge carried out on monthly basis and reported via OER @ Online Environmental Reporting as stipulated under mill's compliance schedule, clause 16.</p>	<p>Complied</p>
<p><b>4.5.5.2</b> Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations.</p> <p><b>- Major compliance -</b></p>	<p>Details of effluent treatment and report as per item 4.5.4.3 above. The effluent BOD limit is revised to 100 mg/L. No other initiatives except for the lowering of the BOD level as instructed by DOE of which the mill is able to meet.</p>	<p>Complied</p>
<p><b>4.6 Principle 6: Best Practices</b></p>		
<p><b>Criterion 4.6.1: Mill Management</b></p>		
<p><b>4.6.1.1</b> Standard operating procedures shall be appropriately documented and consistently implemented and monitored.</p> <p><b>- Major compliance -</b></p>	<p>Standard operating procedures (SOP) has been appropriately documented and consistently implemented and monitored.</p> <p>Palm Oil Mill holds two SOPs: Sustainability Plantation Management System (SPMS dated 1/11/2008) includes mill SOP and Mill Quality</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill.</p> <p>For Health, Safety and Environment, Sime Darby has issued Health, Safety and Environment (HSE) Management System and Standard Operating Procedures. Sime Darby continuously updated the SOP established. Among the updated SOP FY 2022/2023 as follows:</p> <ol style="list-style-type: none"> <li>1. UM HSE Management System Manual, UM/HSE/MS/01</li> <li>2. First Aid in Workplace Procedure, UM/HSE/OCP/01</li> <li>3. Safety Harvesting Procedure, UM/HSE/OCP/02</li> <li>4. Personal Protective Equipment Procedure, UM/HSE/OCP/03</li> <li>5. Chemical Safety Management Procedure, UM/HSE/OCP/04</li> <li>6. Permit to Work (PTW) Procedure, UM/HSE/OCP/05</li> <li>7. ESH Risk Management Procedure, UM/HSE/SE/01</li> </ol>	
<b>4.6.1.2</b>	All palm oil mills shall implement best practices. - <b>Major compliance</b> -	<p>A mechanism on checking the consistency of mill implementation of their procedures were in place. Among the mechanism such as Performance Monitoring Visit, SORA/SCRA visit, and Internal Audit. Sample of records were verified:</p> <ol style="list-style-type: none"> <li>1. Internal Audit dated 23/02/2023</li> <li>2. Structured Oil Recovery Assessment (SORA) dated 31/10/2022 to 04/11/2022.</li> </ol>	Complied
<b>Criterion 4.6.2: Economic and financial viability plan</b>			
<b>4.6.2.1</b>	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.	<p>Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. Sighted the annual budget FY 2023 and business plan FY 2023 to 2027. In the 5 years business plan include items as follows:</p>	Complied



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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	a. Mill intake – FFB input b. Production of CPO c. Production of PK d. Total Palm Oil Extraction e. Total Palm Kernel Extraction f. Mill cost  The business plan contains FFB yield, CPO, OER, and KER, costs of production, milling utilization and etc. It also includes environment, social (workers and staff’s welfare), and health and safety component and associated capital expenditure.	
<b>Criterion 4.6.3: Transparent and fair price dealing</b>			
<b>4.6.3.1</b>	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	This is available in the guidelines LOA (limit of authority) and revised sourcing method for plantation upstream. Pricing mechanism is available in the guidelines LOA (limit of authority) and revised sourcing method for plantation upstream Malaysia dated 25/02/2021: All tender and pricing exercises are handled by the HQ management. Projects are tendered from the approved vendors registered with HQ. Payments are processed and made by HQ through system named MEX. This is made upon job verification by the mill personnel. To date no complaints received from the vendor/supplier on issues relating to pricing and timing of payment.	Complied
<b>4.6.3.2</b>	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	All contracts and purchases are documented i.e. in the form of purchase orders, invoices, contracts for the larger transaction. All documents are signed by both vendor and mill. Inclusive in the contract is the clause 4.3 on compliance to occupational safety and health Act 1994/EQA 1974. and clause 4.0 compliance to existing	Complied

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Criterion / Indicator		Assessment Findings	Compliance																
		governing law. Payment terms were clearly stated in the agreement signed by the contractors and suppliers. Other details as specified in 4.6.4.1																	
<b>Criterion 4.6.4: Contractor</b>																			
<b>4.6.4.1</b>	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. <b>- Major compliance -</b>	<p>Awarded contractors are provided with Letter of Offer (contract agreement) which described the conditions such as commencement, service contract, bank guarantee, insurance policies, failure to provide service, responsibility and indemnity, termination, governing laws, transportation rate and rate adjustment mechanism. Sighted the acknowledgement by the contractors as below:</p> <table border="1"> <thead> <tr> <th></th> <th>Contractor</th> <th>Services</th> <th>Effective</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Txx Txxx Kxxx Sdn Bhd</td> <td>CPO delivery to refinery</td> <td>19/12/22</td> </tr> <tr> <td>2</td> <td>Apxx Unixxxxx</td> <td>Boiler Maintenance</td> <td>06/08/21</td> </tr> <tr> <td>3</td> <td>Axx Exxxxxxx</td> <td>Tanker For Water Delivery</td> <td>01/01/20</td> </tr> </tbody> </table> <p>It stated that the agreement is governed among others by the following Clause 5 (b) - Compliance with applicable laws and guidelines</p> <ul style="list-style-type: none"> <li>i. To comply with all applicable laws, by-laws, rules, regulations</li> <li>ii. Not limited to laws in relation to employment, environment, OSH, anti-bribery, anti-slavery, human trafficking laws</li> <li>iii. Laws and SOP on COVID 19 pandemic</li> </ul> <p>All contractors are subject to KPI monthly evaluation.</p>		Contractor	Services	Effective	1	Txx Txxx Kxxx Sdn Bhd	CPO delivery to refinery	19/12/22	2	Apxx Unixxxxx	Boiler Maintenance	06/08/21	3	Axx Exxxxxxx	Tanker For Water Delivery	01/01/20	Complied
	Contractor	Services	Effective																
1	Txx Txxx Kxxx Sdn Bhd	CPO delivery to refinery	19/12/22																
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3	Axx Exxxxxxx	Tanker For Water Delivery	01/01/20																

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Criterion / Indicator		Assessment Findings	Compliance
		This requirement has been specified and explained during the RSPO/MSPO training and briefing session which includes the presence of Contractors and vendors. All Contractors/Vendors need to follow RSPO/ISCC/MSPO guideline in accordance with the Sime Darby Plantation of Mill Quality Management System.	
<b>4.6.4.2</b>	The management shall provide evidence of agreed contracts with the contractor. <b>- Major compliance -</b>	All contracts / agreement /purchase orders are made in a standard format content of which are variable subject to the type/nature of work to be executed. All contracts are signed by both mil and contractor indicating agreement of the terms and conditions therein. Sighted few contracts as kept by The AAO in the mill office. All contracts/Agreement have generic clauses in relation to disallowing child, forced and trafficked labour as described in the Vendor Integrity Pledge (VIP). All contracted parties/vendors were required to signed Vendor Integrity Pledge (VIP) and to comply with para; - a (i); Vendor Code of Business Conduct (VCOBC) - a (ii); all applicable laws and regulations related anti-bribery, fraud and corruption. - Contractors workers compliance requirements (passport, permit & employment terms.	Complied
<b>4.6.4.3</b>	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. <b>- Minor compliance -</b>	This is specified in the letter dated 01/7/2017 as shown in item 4.6.4.1 above under clause vendor pledge VIP among others to comply with labour and human rights, environment, safety and health, ethics and management practices. Terms of delivery to follows RSPO/ISCC/MSPO guideline in accordance with the SDP MQMS/EQMS. Annexure RSPO / MSPO. General commitments - to comply RSPO/MSPO requirement	Complied

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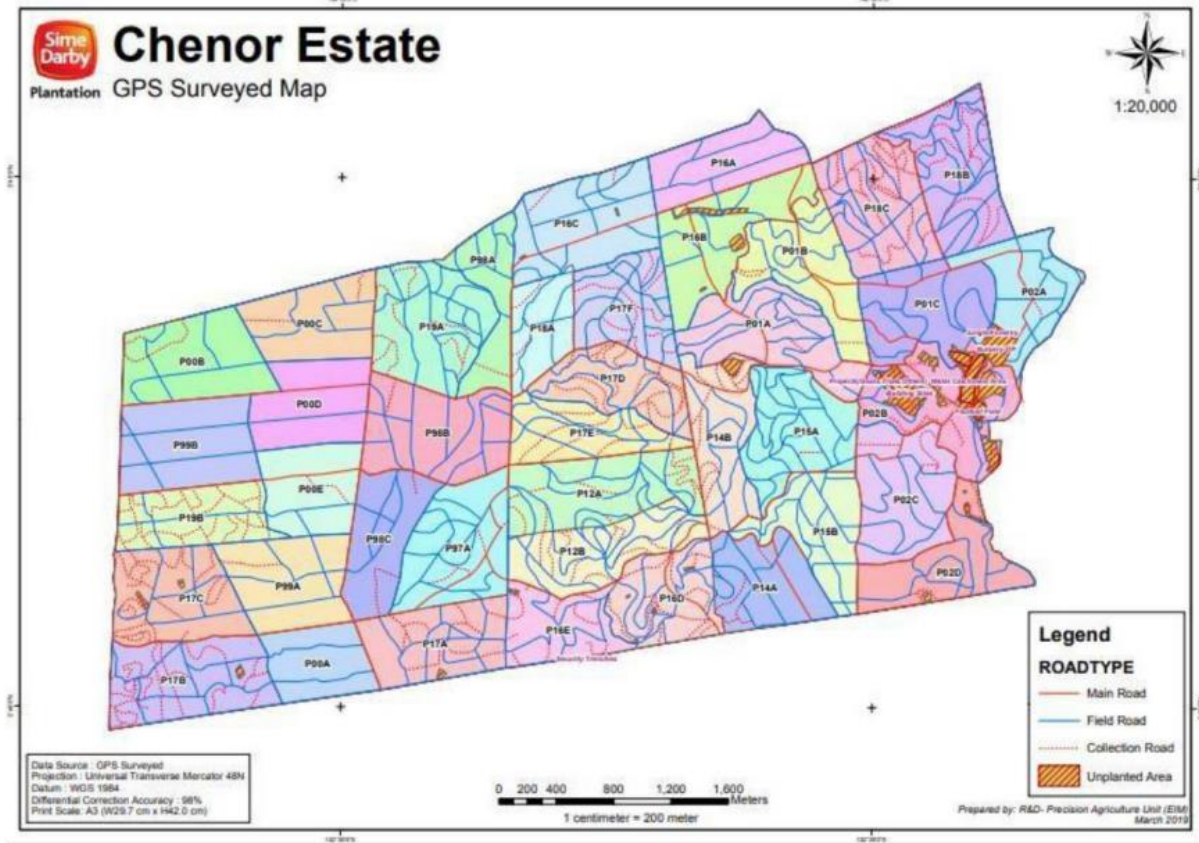
**Appendix B: Smallholder Member Details**

No.	Smallholder		Location of Planted Area (District)	GPS Coordinates		Certified Area (ha)	Planted Area (ha)
	Name	MPOB License Number		Latitude	Longitude		
	Not applicable						

**Appendix C: Location and Field Map**

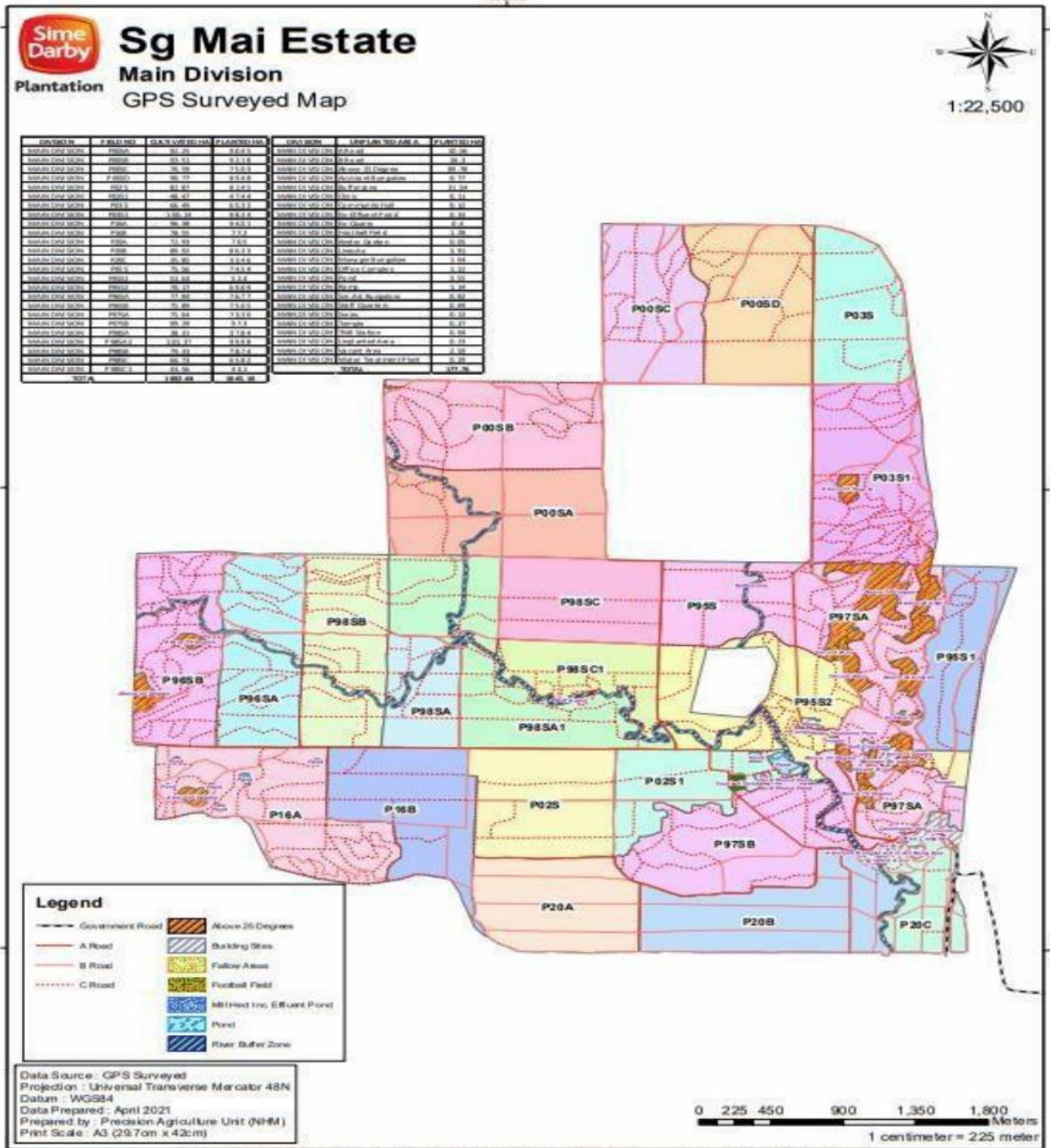


**Chenor Estate**

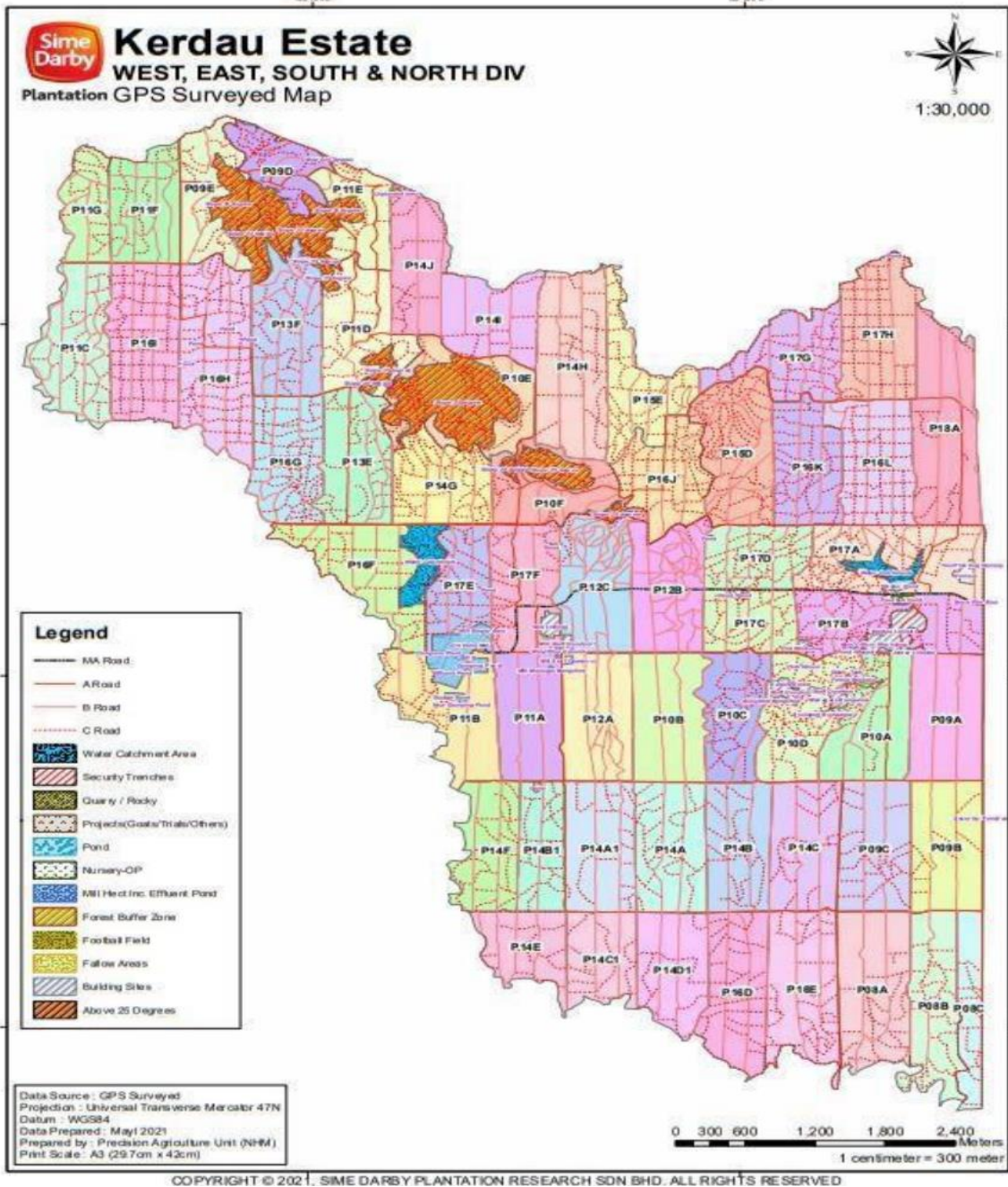




**Sungai Mai Estate**



**Kerdau Estate**





**Appendix D: List of Abbreviations**

BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MSPO	Malaysian Sustainable Palm Oil
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RTE	Rare, Threatened or Endangered species
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure